

Change Table:

| Date of Change | Related Issue Number | Updated by | Revision |
|----------------|----------------------|------------|--|
| 7/24/00 | 381 | L.Taylor | Updated Section III, WDTIP System Screen Details , to reflect changes to the PSUM, ESUM and TSUM screen designs, scheduled for production 9/9/00. The Screen and Field Dictionaries for the PSUM, ESUM and TSUM screens were updated to describe the new fields. |
| 12/4/00 | N/A | C. Buzbee | <p>Table of Contents: Change to page numbers. Pages: 4, 5</p> <p>Updated Section III – Removed Diversion Reason Code and changed 4 MO. IND to FED ASSIST on UDIV and DDET. Updated all descriptions, Tips and Actions on screen matrices. Grammatical updates. Pages: 35, 37, 40, 41, 52, 53, 56, 64, 65, 67, 79, 85, 86, 87</p> <p>Updated Section IV – Screen Help for PSUM, ESUM, DDET. Updated some error message language. Grammatical updates. Pages: 96, 99, 100, 103, 110, 113, 129</p> |
| 2/21/01 | 95 | C. Buzbee | <p>Table of Contents: Add new screen (WSUM)</p> <p>Updated Section I – Updated # of inquiry screens in system to 17. Page: 9</p> <p>Updated Section II - Updated number of screens in system to 21 and inquiry screens to 17. Add WSUM screen. Update to Tips. Correction to General Screen Flow. Update screen dependencies diagram. Pages: 16 - 18, 20 – 23, 26 – 28, 31</p> <p>Updated Section III - Updated number of inquiry screens to 17. Add WSUM screen. Updated Tips Add information regarding access to Detail screens. Add information regarding PSUM display via KSUM screen.</p> |

| Date of Change | Related Issue Number | Updated by | Revision |
|----------------|----------------------|------------|---|
| | | | <p>Update regarding Post Child Care Period on PDET. Updated Action Increase page numbers by adding WSUM information for the remainder of the document. Add reference to “2” display on CalWORKs-60 Month Calendar screen for double click of the clock. Pages: 33–35, 38, 43–53, 56–57, 59–61, 64–66, 71–74, 76–77, 82–86, 87, 90</p> <p>Update Section IV – Grammar updates Update Screen & Field Help Pages: 92–101, 105, 113</p> |
| 10/22/01 | | K. Velarde | <p>Updated Section III, WDTIP System Screen Details, to reflect changes to the IINQ, PSUM and ESUM screen designs, scheduled for production 10/01. The Screen and Field Dictionaries for the IINQ, PSUM and ESUM screens were updated to describe the new fields</p> <p>Table of Contents: Change to page numbers. Pages: 43–145</p> <p>Updates regarding Add Individual. Pages 43–44, Update Program Participation and Update Exception Screens. Pages 96–98 UPRG, pages 99–101 UPEX. Increase page numbers by adding information for the remainder of the document.</p> <p>Updated Section I – Updated # of update screens in system to 7.</p> <p>Updated Section II – Updated information to include the AIND, UPRG and UPEX Screens.</p> <p>Updated Section III – Added AIND, UPRG and UPEX Screens. Added Tips and How To’s for AIND, UPRG and UPEX.</p> <p>Updated Section IV – Added Codes, Message Displays and Descriptions regarding AIND, UPRG and UPEX Screens.</p> <p>Update Screen and Field Help</p> |

| Date of Change | Related Issue Number | Updated by | Revision |
|----------------|----------------------|------------|--|
| | | | Pages 19, 21, 25, 28, 32, 35-37, 41, 43-44, 55, 71, 87, 98-100, 101-103, 104-105, 113-114. |
| 9/16/02 | | L. Holder | <p>Updated Glossary – Added Extender definition</p> <p>Updated Section III</p> <p>Added D. Extender to the IDET Screen example, to the IDET Screen and Field Dictionary (Exception Indicator), and to the IDET How-To's and Tips table (Flag Displayed)</p> <p>Added D. Extender to the PDET Screen example, to the PDET Screen and Field Dictionary (Exception Indicator), and to the PDET How-To's and Tips table (Flag Displayed)</p> <p>Added “WTW” before Extension and Extension Months to the TSUM Screen example, added Exception Months definition to the TSUM Screen and Field Dictionary, and added “does not include extender months” to the definition of Months Used and Exception Months definition in the TSUM How-To's and Tips.</p> <p>Deleted “/Exemption” references in ESUM and EDET examples.</p> <p>Added 06 = Extender to EDET How-To's and Tips.</p> <p>Added the definition of what “X” means to KCAL and updated the KCAL Screen example to include “Xs,” added Extender Months definition to the KCAL Screen and Field Dictionary, and added the Extender Definition “X” definition to the KCAL How-To's and Tips,</p> <p>Updated Section IV</p> <p>Added D. Extender to the IDET Screen Help Text and to the KSUM Screen Help Text.</p> <p>Added “includes extender months” to the TSUM Screen Help Text/CalWORKs Exception Months.</p> <p>Deleted “/Extension” from the ESUM and EDET Screen</p> |

| Date of Change | Related Issue Number | Updated by | Revision |
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| | | | Help Text and added 06 = Extender to the EDET Screen Help Text. |
| 11/8/02 | N/A | K. Murdock | <p>Page 72 – DDET Screen; updated the Diversion Fed Assist field to reflect the correct definition of a Federal Assistance Flag.</p> <p>Page 95-97 – UDIV Screen; updated the Fed Assist field to reflect the correct definition of a Federal Assistance Flag.</p> <p>Page 128 – modified UPX 1090 message.</p> <p>Page 130 – added UPX Codes 1330, 1340, and 1350.</p> |
| 12/10/02 | N/A | K. Murdock | <p>REPORTS</p> <p>Page 10 – changed references of four to five reports that are generated by WDTIP.</p> <p>Page 11 – changed references of four to five reports that are generated by WDTIP.</p> <p>Page 21 - changed references of four to five reports that are generated by WDTIP.</p> <p>Page 146 – System Report Files Table</p> |
| 6/15/03 | 231 | K. Murdock L. Holder | <p>Repay Enhancement</p> <p>Page 54 – IDET Screen; updated to include Repay information</p> <p>Page 63 – PDET Screen; updated to include Repay information</p> <p>Page 68 – TSUM Screen; updated to include Repay information</p> <p>Page 77 – EDET Screen; updated to include Repay information</p> <p>Page 81 – TCAL Screen; updated to include Repay information</p> <p>Page 84 – KCAL Screen; updated to include Repay information</p> <p>Page 111 – System Assistance Features; inserted repay text for IDET, PDET, TSUM, EDET, TCAL and KCAL screens</p> <p>Pages 129-130 – Added UPX 1380 error message text</p> |
| 8/25/03 | | K. Murdock | Pg 92 – UNCP Screen; added Tribal TANF information. |
| 01/12/04 | | G. Kajita | Pg 34 – Updated Screen ID List |

Welfare Data Tracking Implementation Project

User Manual

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WDTIP User Manual Overview - Section I

Introduction

The WDTIP User Manual is intended to provide a comprehensive desk resource for county staff when using the Welfare Data Tracking Implementation Project (WDTIP) system. It is comprised of seven sections, *User Manual Overview*, *System Overview*, *System Screen Detail*, *System Assistance*, *System Report Files*, *System Administration* and *Troubleshooting Tips*.

The WDTIP User Manual is intended to aid county staff as they use the WDTIP system inquiry and update screens by providing system how-to's and system user tips. It provides a comprehensive look at the WDTIP system inquiry and update screens, screen and field help features, WDTIP system reporting functionality and explains the WDTIP system access rules. Additionally, the WDTIP User Manual offers some troubleshooting tips that may save time and give the user insight into those problems sometimes referred to as "training issues."

The WDTIP User Manual is intended to be a comprehensive source of information providing the user with the detailed explanation and use of the WDTIP system screens, system navigation and frequently used terminology. It lists the system error and help messages and their associated descriptions, allowing the user to problem-solve at their workstation. The remainder of the WDTIP User Manual includes the following:

- ❑ Introduction
- ❑ Overview of the WDTIP system
- ❑ Glossary of frequently used terms
- ❑ Acronym list
- ❑ System access and navigation features
- ❑ Inquiry and update screen details
- ❑ Screen and field descriptions
- ❑ Screen how-to's and user tips
- ❑ System report file functions, subjects and frequencies
- ❑ Screen, field and message help features
- ❑ System administration details
- ❑ System troubleshooting

Objectives

The WDTIP User Manual has two primary objectives:

- ❑ To provide county staff with a single and comprehensive reference source explaining the purpose and capabilities of the WDTIP system, including detailing the 24 system screens, explaining update and inquiry access, describing the five WDTIP system report files, explaining the WDTIP system administration and providing troubleshooting tips.

- ❑ To provide information to assist the user in understanding the information displayed on each screen, instructions for navigating throughout the system and to share system tips.

About this User Manual

The WDTIP User Manual is designed specifically for the system user and is intended to describe the WDTIP system in a format that is easy to read and understand.

The seven sections of the WDTIP User Manual are described in the paragraphs that follow.

Section I WDTIP User Manual Overview– This section provides a brief introduction and outlines the objectives of the WDTIP User Manual. A short WDTIP history, WDTIP glossary of frequently used terms and acronym list are also included in this section.

Section II WDTIP System Overview – This section provides a description of the four major areas that make up the WDTIP system, details the system background and design, introduces the user to the 24 system screens, provides system access functions and details the WDTIP screen standards and navigation features.

Section III WDTIP System Screen Details – This section provides the in-depth details of “the what” and “the how” of the 17 inquiry screens and 7 update screens in the WDTIP system. This section also contains a screen and field dictionary for each screen and provides system how-to’s and user tips.

Section IV WDTIP System Assistance – This section provides the details for all system screen and error help functions and messages. It also describes the eight system messages available to the user and details all of the associated message codes and displayed message text. This section also provides suggestions for the user’s next steps when these messages display.

Section V WDTIP System Report Files – This section provides a list of the five monthly report files and explains how these files are sent to the counties and CDSS. It also provides information for each report file including, name, description, frequency and suggested uses.

Section VI WDTIP System Administration – This section provides background information regarding system security and user profiles. It is intended for those responsible for maintaining user access and profiles.

Section VII WDTIP Troubleshooting Tips – This section provides system tips intended to increase user self-sufficiency emphasizing those system design elements or features that may not seem readily apparent.

WDTIP and System History

In response to the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, the State of California passed Assembly Bill (AB) 1542. AB-1542 instituted the Temporary Aid to Needy Families (TANF) program in California and imposed welfare time limits, as well as new program and eligibility rules. In addition to mandating welfare time limits, AB-1542 established work requirements through the California Work Opportunity and Responsibility to Kids (CalWORKs) program and created a need for counties to track an individual's time-on-aid across counties and over time. The Welfare Data Tracking Implementation Project (WDTIP) has been designed to assist the counties in meeting the requirements of AB-1542 and builds upon the efforts of the SAWS-Technical Architecture (SAWS-TA) Project.

The WDTIP system provides counties with cumulative time-on-aid information for those **adults** known to the WDTIP system. The WDTIP system collects and tracks all data necessary to accurately calculate the three time-on-aid clocks, TANF, CalWORKs and the Welfare to Work (WTW) 18/24-month time clocks. Data collected from county welfare systems includes program participation information, individual exception and exemption information, diversion payment information as well as related demographic and unique identifier information. All California counties can access this information via the Medi-Cal Eligibility Data System (MEDS) application.

The WDTIP system calculates and tracks the TANF 60-month time clock, the CalWORKs 60-month time clock and the WTW 18/24-month time clock and displays the resulting information on 17 inquiry (read-only) screens. The majority of the information that is stored in the WDTIP database will be sent from the county/consortia eligibility systems via a standard file interface. This standard file will be sent from the county system, or associated consortium system, in the nightly batch process.

The WDTIP system also provides online **update** capability for time clock-related data that may not be stored in all county eligibility systems. Four screens allow the user to input information for Diversion, Non-California Program Participation, Supportive Services Only Payments and Child Support Reimbursements. In addition to screens that provide access to the data, the WDTIP system provides five report files, to the counties and CDSS, in an electronic format. The system generates these report files each month, identifying individuals approaching the designated time clock limits, individuals exceeding designated time clock limits, individuals receiving aid in multiple counties and monthly projections. These reports are intended to assist counties with the time-on-aid tracking for caseload management.

Glossary of Frequently Used Terms

| | |
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| AID CODE | A code indicating specific program and type of benefits an individual is receiving. |
| BATCH | Batch processing involves receiving the standard update files from each county, on a daily basis, and applying them against the existing database files. This process is usually run after working hours, and is referred to as a "Batch" process because information is held throughout the day, then run as a group. |
| CHARACTER | A letter, number or symbol that appears or is entered into a field on the screen. |
| CIN | (Client Identification Number) A number assigned to an individual by the California Department of Health Services. This number is the unique identifier used by the Statewide Client Index (SCI) as well as the WDTIP system. |
| COUNTY ID | The number an individual is associated with within a county, (includes county number, aid code, Case Serial Number, FBU, and person number) e.g. 34-30-1234567-0-01. |
| CURSOR | A highlighted square or flashing underscore that identifies a field on a screen. |
| DATA | Information entered or displayed on a screen. |
| DATABASE | Files residing in the system containing all information. |
| DEMOGRAPHIC INFORMATION | Traits that identify an individual but are not considered unique. For example, an individual's name or date of birth. |
| ENTER | Key used to transmit data from a screen to the database. |
| ERROR MESSAGE | A message that is displayed online in the bottom half of a screen indicating an entry error occurred and needs to be corrected. |
| EXCEPTION | A term used to indicate when an individual meets criteria that have stopped the normal time clock calculation. These may include penalties, sanctions, exemptions good cause determinations and excluded persons. |
| EXEMPTION | A term used for CalWORKs indicating when an individual meets criteria that stops the time clock. Exempt months are not counted toward the total months of time-on-aid. |

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| EXTENDER | A term used for CalWORKs indicating when an individual meets criteria which allows the CalWORKs clock to keep ticking beyond month 60 of the CalWORKs Program Participation. |
| FIELD | Specific points on the screen where data is entered or viewed. |
| FIELD HELP | Information specific to a field. To access, place cursor on the field and press [F1]. |
| FUNCTION KEY | A key that performs a specific action rather than entering a character when it is pressed. |
| FUZZY NAME | A name that shares phonetic similarities to a name entered by a user during a Statewide Client Index Search of the SCI database. |
| HELP DESK | A resource available to users to assist them with questions that cannot be answered by reference materials or online system help. |
| HELP SCREEN | A screen presenting information pertaining to the displayed screen. |
| HOME | The upper-most left field on a screen, which is the cursor's "home" position. |
| IDENTIFIER INFORMATION | Identifying information associated with an individual, e.g., name, date of birth, Client Identification Number (CIN), SSN, Alien Number. |
| INFORMATION MESSAGE | Online response messages that assist the user with system use, navigation and field help. |
| INQUIRY SCREEN | A screen that allows users to view information but not make changes. |
| LOGGING OFF | Operation performed to exit WDTIP. |
| LOGGING ON | Operation performed to gain access to WDTIP. |
| MEDS | Medi-Cal Eligibility Data System. |
| MEDS ID | A number associated with an individual in MEDS, usually the SSN or "PSEUDO ID." |
| MENU | A screen providing access to a group of functions by presenting a series of options. |

MESSAGE

A message displayed online in the bottom portion of the screen, indicating an action occurred or prompting the user to take an action.

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| PROTECTED FIELD | A function to guard a field on a screen to prevent changes or modifications to that field. |
| PSEUDO ID | A number assigned by MEDS to an individual who does not have a SSN or is receiving sensitive services. |
| RECORD | Information received on an individual and stored in the database. |
| SAWS-TA | SAWS-Technical Architecture Project (SAWS-TA) designed to provide county welfare and welfare-related agencies with access to statewide individual welfare and welfare-related data. The Welfare Data Tracking Project (WDTIP) builds upon the efforts of this project by providing individual time clock-related data to counties. |
| SCREEN BODY | Information displayed in the middle of the screen. |
| SCREEN FOOTER | Information displayed at the bottom of the screen. |
| SCREEN HEADER | Information displayed at the top of the screen. |
| SCREEN ID | The four-character name for each screen displayed in the top left corner of the screen. Also referred to as TRAN-ID. |
| SCREEN LABEL | Permanent words or phrases on a screen, generally adjacent to the location where data will be displayed. |
| SCROLL SCREEN | A screen containing more information than can be displayed at one time. Function keys [F7] and [F8] allow the user to scroll up and down. |
| SEARCH HIERARCHY | A structure used by SCI when conducting a search for an individual using SOUNDEX. |
| SEL | Identifies the selection field on a screen. When the cursor is placed in the "SEL" field and [Enter] is pressed, the user is taken to the requested screen. |
| SOUNDEX | A process used by SCI that assigns points for phonetically matching sounds. SCI then returns those names with the highest total point value. SCI can return <i>exact</i> name matches or <i>close</i> name matches, based upon the user's query. |
| STANDARD FILE | A file received from county or consortia systems that contains a standard set of data elements. The majority of time clock information stored in the WDTIP system is sent through the standard file process. |
| SUFFIX | Abbreviation for suffix e.g., Sr., Jr., III. |

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| TRAC | Tracking Recipients Across California, the name of the WDTIP application. |
| TRAN-ID | The four-character name for each screen, displayed in the top left corner of the screen. Also referred to as the screen ID. |
| UNIQUE IDENTIFIER | Traits that identify an individual but are considered unique. For example, an individual's Social Security Number (SSN), Alien Number, or Client Identification Number (CIN). |
| UNPROTECTED FIELD | A function of the system permitting changes or modifications to a field. |
| WDTIP | Welfare Data Tracking Implementation Project tasked with design, development and implementation of the WDTIP system. |

Acronyms

An acronym is a shortened word form usually derived from the initial letters or groups of letters in a set phrase. The acronyms used in the WDTIP User Manual are listed below.

| Acronym | Phrase/Name |
|-----------------|---|
| AB | Assembly Bill |
| ACL | All County Letter |
| CalWORKs | California Work Opportunity and Responsibility to Kids |
| CIN | Client Identification Number |
| DOB | Date of Birth |
| FBU | Family Budget Unit |
| HHSDC | California Health and Human Services Agency Data Center |
| MEDS | Medi-Cal Eligibility Data System |
| PRWORA | Personal Responsibility and Work Opportunity Reconciliation Act |
| SAWS | Statewide Automated Welfare System |
| SAWS-TA | SAWS – Technical Architecture |
| SCI | Statewide Client Index |
| SIS | SAWS Information System |
| SSN | Social Security Number |
| TANF | Temporary Assistance for Needy Families |
| TRAC | Tracking Recipients Across California |
| TRAT | Tracking Recipients Across California <i>Training</i> |
| WDTIP | Welfare Data Tracking Implementation Project |
| WTW | Welfare to Work |

WDTIP System Overview –Section II

WDTIP System Access, Screen List, Screen Standards and Navigation Features

How to Use Section II of the WDTIP User Manual

This section describes the areas that make up the WDTIP system, explains system access, introduces the 24 WDTIP screens, identifies the patterns in screen design and functionality and details the three basic ways of system navigation.

This section explains the components that make up the WDTIP system, identifies how to log into the WDTIP system through the MEDS Main Menu , introduces the 24 WDTIP system screens and outlines the screen performance standards and design guidelines. This section ends with detailed information on system navigation using the keyboard keypad, function keys and the general screen flow.

WDTIP System Components

The WDTIP system is comprised of the following four components:

- ❑ WDTIP system screens
- ❑ TRAC database
- ❑ Error, field and information help
- ❑ WDTIP system report files

Each component relies on the others to accept, store, display and report information to the user.

| WDTIP System Components | |
|--------------------------------|---|
| Screens | <p><i>17 inquiry screens</i>– The 17 inquiry screens display individual-level TANF 60-month, CalWORKs 60-month and WTW 18/24-month time clock information and are designed as “view only” screens. The 17 inquiry screens are described in detail in Section III of this document.</p> <p><i>7 update screens</i> – The 7 online update screens accept time clock-related information when it is impossible for the county to provide this information any other way. For example, many counties do not have automated systems containing information on diversion payments. For those counties, data must be entered into their system manually through the WDTIP update screens. Once entered, this information is sent to WDTIP online, but not “real time.” The WDTIP system processes this information in a nightly batch process. This batch process recalculates the appropriate time clock(s) and displays any changes on the appropriate screens. The user can view the results or changes to the individual’s time clock(s) the day <i>after</i> the information is sent from the county to WDTIP. The 7 update screens and the details of their functionality are described in Section III of the WDTIP User Manual.</p> |
| TRAC Database | <p>The TRAC database is relational, meaning it groups information together in tables rather than stringing all individual information in one long row of data. This makes it easier for the WDTIP system to select data for report files. The TRAC database is comprised of 36 tables and is located on the same mainframe as the MEDS application. The TRAC database is supplied with information from county</p> |

WDTIP System Components

| | |
|--|--|
| | automated or legacy systems, county consortia systems, the MEDS system or county data entered on update screens. The information in the TRAC database is used to derive time clock information, populate the 24 TRAC screens and generate report files. |
| Error, Field and Information Help | <i>Online System Assistance</i> – The WDTIP system’s three online assistance features are accessed easily by using the appropriate function keys and aid the user throughout the 24 WDTIP screens. The system error, field, and information message help is detailed in Section IV of this document. |
| System Report files | <i>Electronic System Report Files</i> – The five WDTIP report files sent monthly to the counties containing time clock-related data. Four of the five reports are unformatted; one is formatted. The unformatted report files give counties the flexibility for customization. The report file names and descriptions are detailed in Section V. |

General Screen Information

The WDTIP system is comprised of 24 screens, 17 inquiry and 7 online, update screens. General descriptions of the screen functions are described below.

Inquiry Screens

The 17 inquiry screens display all calculated time clock-related data. These screens display relevant information regarding an individual's cash program participation, cumulative time clock status for the TANF 60-, CalWORKs 60- and WTW 18/24-month time clocks, diversion payment history, and time clock exception history. Users with "inquiry only" capability in MEDS have "inquiry only" capability in the WDTIP system. The user can view all data on the inquiry and update screens with "inquiry only" capability, but cannot enter information on the update screens.

Update Screens

The seven online update screens in the WDTIP system allow authorized users to update information online in WDTIP. The update screens allow counties to provide mandatory time clock data to the WDTIP system when it is not captured by their current eligibility systems or cannot be corrected and sent to WDTIP through the daily batch process. These screens are intended to be a supplement to the batch process, not to replace it. Counties are encouraged to use the online screens only when it is impossible to send data and make corrections in WDTIP via the batch process. This will help keep WDTIP in synch with the county systems.

Users with "update" access to MEDS have "update" access to WDTIP and are therefore able to enter data on the update screens. The details surrounding access, function and update privileges for the update screens are contained in Sections III and VI of the WDTIP User Manual.

General Access Information

Access to the WDTIP system begins with a MEDS terminal or a PC with MEDS access. There are two TRAC regions, production (TRAC) and training (TRAT). Both are available from the MEDS Inquiry Request Menu (MEDS Main Menu).

NOTE: The user should use care when selecting the region to ensure access to the appropriate environment.

The tables below explain where the WDTIP system is located and how to gain access.

System Access How-To's

| If | Action | Tips |
|------------------------|---|---|
| <i>Accessing WDTIP</i> | Log on to MEDS using MEDS User ID and password. Go to the MEDS Inquiry Request Menu | The WDTIP system is a selection on the MEDS Inquiry Request Menu. |

Screen Access How-To's

| If | Action |
|---|---|
| <i>Accessing the Production Environment</i> | From the MEDS Inquiry Request Menu, select Option Y and press [Enter] to access the TRAC Information System. This takes the user to the TRAC Main Menu in the production environment. |
| <i>Accessing the Training Environment</i> | From the MEDS Inquiry Request Menu, select Option Z and press [Enter] to access the TRAC Information System. This takes the user to the TRAC Main Menu in the training environment. |

The screen print of the MEDS Inquiry Request Menu on the following page illustrates the location of options Y and Z.

| | |
|--|----------------------------|
| MENU | ** INQUIRY REQUEST MENU ** |
| OPTION ? | |
| (PF12) R = INQR - MEDS RECIPIENT INQUIRY BY ID NUMBER | |
| (PF22) N = INQN - MEDS RECIPIENT INQUIRY BY NAME | |
| C = INCI - HEALTH SERVICES STATEWIDE CLIENT INDEX INQUIRY | |
| (PF23) W = INQW - MEDS CASE MEMBER INQUIRY | |
| (PF21) X = INXR - MEDS CROSS REFERENCE FILE INQUIRY | |
| S = SOCR - SHARE OF COST SPENDDOWN CASE MEMBERS/STATUS | |
| P = - IMMEDIATE NEED ELIGIBLE RECORD (FUTURE) | |
| T = INXT - MEDS IMMEDIATE NEED COUNTY ID CROSS REFERENCE | |
| (PF20) A = INWA - MEDS WORKER ALERTS | |
| H = HOLD - MEDS WORKER ALERTS FOR "HOLD" RECORDS | |
| (PF19) I = IEVS - INCOME/ELIGIBILITY VERIFICATION SYSTEM MENU | |
| O = HOME - HOMELESS ASSISTANCE PROGRAM MENU | |
| V = HIAR - HEALTH INSURANCE SYSTEM MENU | |
| G = - CCS/GHPP INQUIRY MENU | |
| Y = TRAC - TRAC INFORMATION SYSTEM MAIN MENU (PRODUCTION) | |
| Z = TRAT - TRAC INFORMATION SYSTEM MAIN MENU (TRAINING) | |
| M = MOPI - PROVIDER ELIGIBILITY VERIFICATION RESPONSE (POS) | |
| FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS PF13 | |

WDTIP System Screens

The table below provides a listing of the 24 screens by screen name and screen ID (or TRAN-ID).

| Inquiry Screens | | Update Screens | |
|-----------------|--|----------------|-------------------------------------|
| Screen ID | Screen Name | Screen ID | Screen Name |
| TRAC | TRAC Main Menu | AIND | Add Individual |
| IINQ | Individual Inquiry | UDIV | Diversion Update |
| ISUM | Individual Response Summary | UNCP | Non-California Participation Update |
| IDET | Individual Detail | UCSR | Child Support Reimbursement Update |
| ALID | Alternate Identity | USSO | Supportive Services Only Update |
| KSUM | County Summary | UPRG | Update Program Participation |
| PSUM | Program Summary | UPEX | Update Program Exceptions |
| PDET | Program Detail | | |
| TSUM | Time Clock Summary | | |
| ESUM | Time Clock Exception/Extension Summary | | |
| EDET | Time Clock Exception/Extension Detail | | |
| DSUM | Diversion Summary | | |
| DDET | Diversion Detail | | |
| WSUM | Welfare To Work Summary | | |
| TCAL | TANF 60-Month Calendar | | |
| KCAL | CalWORKs 60-Month Calendar | | |
| WCAL | WTW 18/24-Month Calendar | | |

Screen Standards

During system design, WDTIP developers followed specific rules to ensure design consistencies throughout the WDTIP system screens. These consistencies are referred to as “screen standards” and form the basis of each screen’s presentation. For example, screen standards dictate the practice of displaying specific screen and field colors, data displays, field sizes and placement on the screen and contents of the system error, field, and information help messages. The table below identifies some of the WDTIP-specific screen standards identified in Section 7.1.8 of the **Design and Coding Standards** document.

| Screen Standards |
|--|
| All field names are displayed in blue. |
| All data (after the system is returning individual inquiry information or has completed an individual inquiry or a computation) is displayed in white. |
| Error and informational messages are displayed in white. |
| All fields that allow the user to update data (update fields) are displayed in green. |

The figure below and on the following pages illustrates the screen standards for the inquiry and update screens.

Inquiry Screen Standards

The 17 inquiry (“inquiry only”) screens display all calculated time clock-related data. These screens display certain standard information. The figure below illustrates the inquiry screen standards for the screen header, body and footer.

Screen Header Information

Screen Name
Displays the name of the current screen

Current Date
MM/DD/YYYY

Page # of Total Pages
Displays the total number of pages (for scrolling)

Retrieved Inquiry Information

Function Keys Line
Indicates Function Keys ("F" Keys) that are available on a particular screen

```

ISUM                                TRAC INFORMATION SYSTEM                                12/06/1999
                                INDIVIDUAL RESPONSE SUMMARY

LAST      :                               SUFX :                               CIN      :
FIRST     :                               DOB  : / /                               SSN     : 987-65-4321
MIDDLE    :                               SEX   :                               ALIEN#   :
**** 01 MATCH(ES) FOUND ON SSN *****
SEL CIN/   SSN/   LAST NAME/   MIDDLE/   SUFX/
  ALIEN#   COUNTY #   FIRST NAME   DOB      SEX
  --- 79240402H   987-65-4321   BARRIOS   12/08/1950   F
                                   19      MARY ANN

                                SELECT ONE AND PRESS ENTER
                                F1=HELP F3=PREV F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC
  
```

Diversion, Supportive Services, Non-California Participation and Child Support Reimbursement Screen Standards

These four update screens capture and display information related to Diversion, Supportive Services Only Payments, Non-California cash program participation, Program Exceptions, Program Participation, Adding an Individual and Child Support Reimbursement. These screens also display certain standard information. The following figure illustrates the update screen standards for screen header, body and footer.

Screen ID (TRAN-ID)
Displays four-character short name of current screen

System Title
TRAC
INFORMATION
SYSTEM

Screen Name
Displays the name of the current screen

Screen Header Information

UDIV TRAC INFORMATION SYSTEM 11/08/2001
 DIVERSION UPDATE

LAST : AGUIRRE SUFX : CIN : 700001660F
 FIRST : LUPE DOB : 12/23/1968 SSN : 593-27-3318
 MIDDLE : SEX : F ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D)

| SEL | CTY | AID | PAYMENT | DATE | AMOUNT | FED | START | END | COND |
|-----|-----|-----|------------|------|-----------|------|---------|---------|------|
| # | CD | | | | | ASST | MONTH | MONTH | |
| — | 01 | 3K | 11/11/1999 | | 10,000.00 | N | 11/1999 | 12/1999 | D |
| — | 50 | 03 | 03/04/1999 | | 5,000.00 | N | 01/1999 | 02/1999 | D |
| — | 50 | 03 | 02/03/1999 | | 9,000.00 | N | 01/1999 | 02/1999 | D |

ADD A NEW RECORD (A):

| SEL | CTY | AID | PAYMENT | DATE | AMOUNT | FED | START | END | COND |
|-----|-----|-----|-----------|------|-----------|------|-------|-------|------|
| # | CD | | | | | ASST | MONTH | MONTH | |
| — | — | — | — / — / — | | — , — . — | — | — / — | — / — | D |

PAGE: 01/01

F1=LP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Error/Message Line
Displays when a record is modified, deleted, added or when an input error has occurred

Function Keys Line
Indicates function keys "F" keys available on a particular screen

Fields to be completed for a new Diversion will be all fields highlighted in green

Add Individual Screen Standards

The Add Individual Update Screen captures and displays information related to adding an individual that is not on the system. This screen also displays information entered in the Individual Inquiry Screen (IINQ) for the purpose of searching for this particular individual. The information is transferred from IINQ to the Add Individual (AIND) Screen. The figure on the page illustrates the update screen standards for screen header, body and footer.

Screen ID (TRAN-ID)
Displays four-character short name of current screen

System Title
TRAC INFORMATION SYSTEM

Screen Name
Displays the name of the current screen

Information carried over from IINQ Screen if used for the initial search

AIND TRAC INFORMATION SYSTEM 10/25/2001
ADD INDIVIDUAL

SSN* : 123 - 45 - 6789

ALIEN # : A _____

COUNTY ID*: 87 - 04 - 1333333 - 1 - 01 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

NAME : LAST* FIRST* MIDDLE SUFX
SMYTHE SAMUEL _____

DOB* : 01 / 01 / 1960

SEX* : M

*MANDATORY

NOTE:
The add record indicators are *open* fields only to users with update capability

ENTER INDIVIDUAL DATA AND PRESS ENTER

F1=HELP F2=IINQ F11=MEDS F12=TRAC

Error/Message Line
Displays when a record is modified, deleted, added or when an input error has occurred

Function Keys Line
Indicates function keys "F" keys available on a particular screen

Program Participation Update Screen Standards

The Program Participation Update (UPRG) Screen captures and displays information related to Program Participation. This screen also displays certain information selected in the Program Summary Screen (PSUM) for the purpose of modifying or deleting. The figure on the page illustrates the update screen standards for screen header, body and footer.

System Title
TRAC INFORMATION
SYSTEM

Screen Name
Displays the name of the
current screen

Screen ID (TRAN-ID)
Displays
four-
character
short name of
current
screen

UPRG TRAC INFORMATION SYSTEM 10/31/2001
PROGRAM PARTICIPATION UPDATE

LAST : SMYTHE SUFX : CIN : 9008085G
FIRST : SAMUEL DOB : 01/01/1959 SSN : 123-45-6789
MIDDLE : SEX : M ALIEN# :

COUNTY ID : 87 - 30 - 3889237 - 1 - 01 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

PROGRAM TYPE CODE : 04 FED STATE ONLY IND : N
PARTICIPANT TYPE CD: A MINOR PARENT FLAG : N

PROGRAM START DATE : 10 / 01 / 2000 PROGRAM END DATE : 08 / 31 / 2001
PROGRAM START MONTH: 10 / 2000 PROGRAM END MONTH : 08 / 2001

PGMPT SY CODE : CTWF DISC REASON CODE : 097

Modifiable
Fields are the
Fields
Highlighted
in Green.

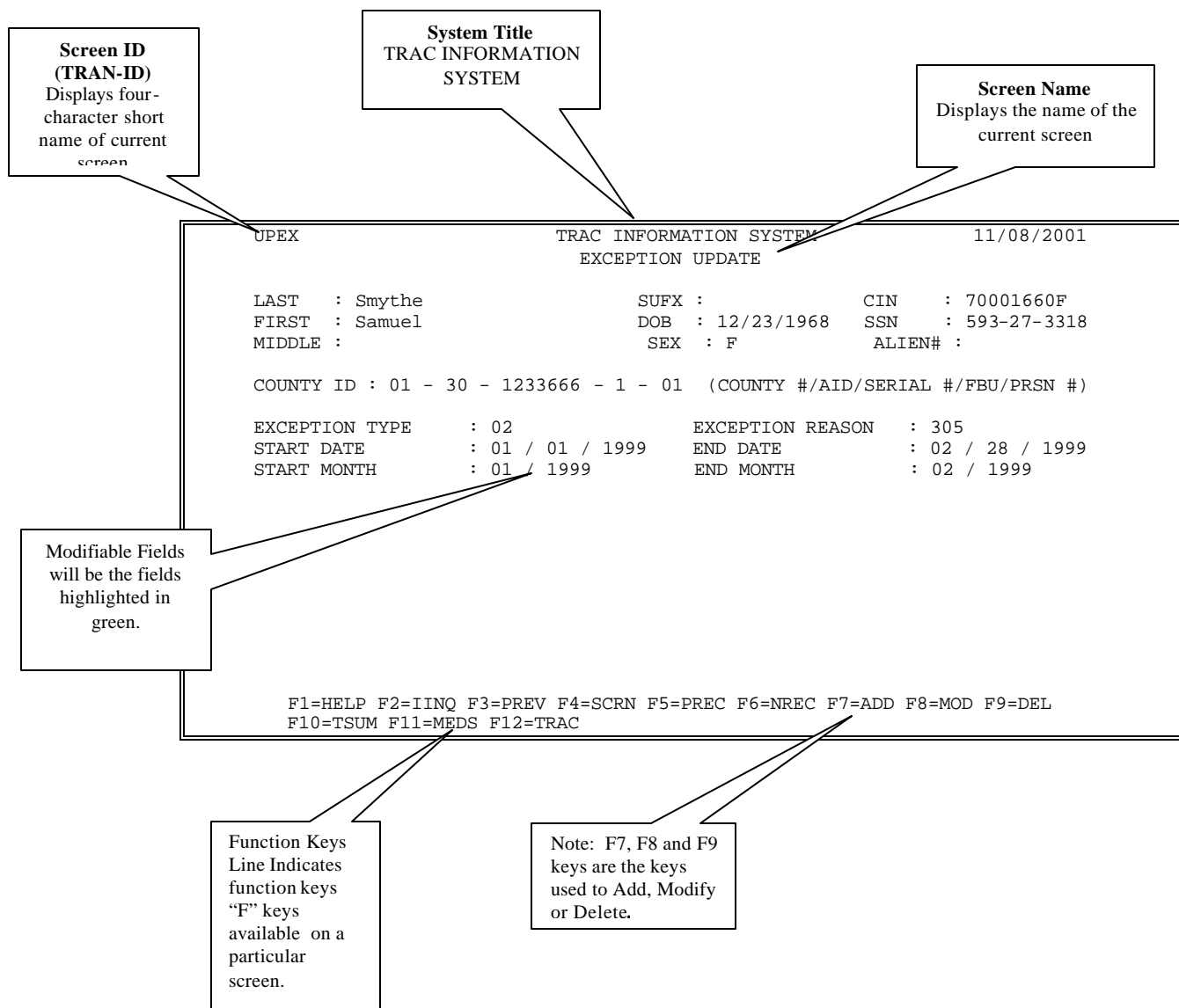
F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
F10=TSUM F11=MEDS F12=TRAC

Function Keys
Line Indicates
function keys
"F" keys
available on a
particular
screen.

Note: F7, F8 and F9
keys are the keys
used to Add, Modify
or Delete.

Exception Update Screen Standards

The Exception Update Screen captures and displays information related to adding, modifying or deleting an exception on the system. This screen also displays information selected in the Time Clock Exception Summary (ESUM) Screen for the purpose of modifying or deleting this particular exception record. The information is transferred from ESUM to Update Exceptions (UPEX). The following figure illustrates the update screen standards for screen header, body and footer.



Screen/Field Help and Error Message Standards

Online screen, field and error message help is available throughout the WDTIP system. These user assistance features follow specific standards. The table below identifies the WDTIP-specific standards for screen and field help and error messages identified in Section 7.1.8 of the **Design and Coding Standards** document.

A complete description of the WDTIP system online help functionality is provided in Section IV of this document.

Screen Help

Screen help is available on all 24 WDTIP screens.

| Screen Help Standards |
|---|
| All screen help contains a brief description of the purpose of the screen. |
| All screen help contain descriptions of the fields on the screen and how they are used. For example, on the UDIV screen “End Month” is a field label. The user may not know that “End Month” means a “through” not “to” month. Screen help provides this type of information, especially for those instances when the purpose of the field may not be readily apparent. |
| Error and informational messages are displayed in white. |

Field Help

Field help is available on the Individual Inquiry Screen (IINQ) and on all update screens.

| Field Help Standards |
|---|
| Field help provides the purpose for each update field on the Individual Inquiry Screen (IINQ) and update screens. |
| Field help describes the proper use of that field. (<i>Note: There is no field help for the other 16 inquiry screens</i>). |

Error and Information Messages

Error and information message help is available for all 24 WDTIP system screens.

| Error and Information Message Standards |
|--|
| All system error and informational messages are displayed in the lower left portion of the screen when an input error occurred or an action is being prompted. |
| Messages display in white text and display a brief description of the error or action that occurred. |

Navigation

Navigation in WDTIP has been designed to be user-friendly and logical. There are three ways to navigate through the screens in the system. You can use the terminal keyboard, the system's short screen names called screen IDs (or TRAN-IDs) or use the WDTIP system general screen flow. Each of the three navigation options is presented in detail in the following pages.

Option I – Keyboard Function Keys

Using the keyboard is your first navigation alternative. There are twelve function keys. Not all function keys can be used for navigation from every screen. Those that can be used are always listed on the function key line at the bottom of the screen. The table below contains a list and description of all of the function keys.

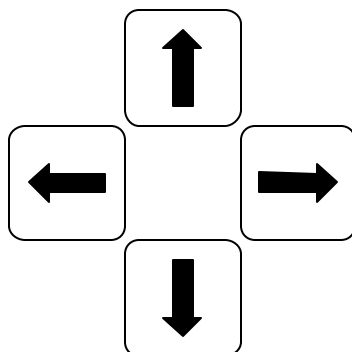
| Function Key | Display | Function |
|---------------------|----------------|--|
| F1 | HELP | Used to access screen and/or field help. Displays the functionality of each screen and details each data field on the screen. Available on all WDTIP screens. |
| F2 | IINQ | Displays the Individual Inquiry Screen. |
| F3 | PREV | Displays the previous screen. If the TRAC Main Menu is the first screen and if [F3] is pressed, the user will be returned to the MEDS Main Menu. Available on all WDTIP screens, except IINQ. |
| F4 | SCRN | Lists all the screen names with screen IDs (TRAN-ID). User moves to the screen they want by placing the cursor next to the screen ID and pressing the [ENTER] key. |
| F5 | PREC | Takes user to the previous record displayed on the screen. |
| F5 | AINQ | Takes user to the Add Individual Screen upon search for individual in IINQ |
| F5 | UPRG | Takes user to the Update Program Participation Screen to Modify, Add or Delete Program Participation Records. |
| F5 | UPEX | Takes user to the Update Exception Screen to Modify, Add or Delete Exception Records. |
| F6 | NREC | Takes user to the next record displayed on the screen. |
| F7 | UP | When more than one page of data is available on a screen, [F7] will scroll the page up. Available on all summary screens. |
| F8 | DOWN | When more than one page of data is available on a screen, [F8] will scroll the page down. Available on all summary screens. |
| F9 | IDET | Displays the Individual Detail Screen. Available only on ISUM. |
| F9 | NXT SCRN | Takes the user to the screen requested from the WDTIP Main Menu. Displays from IDET only. |

| Function Key | Display | Function |
|---------------------|----------------|---|
| F10 | TSUM | Displays the Time Clock Summary Screen. |
| F11 | MEDS | Displays the MEDS MENU. |
| F12 | TRAC | Displays the TRAC MAIN MENU. |

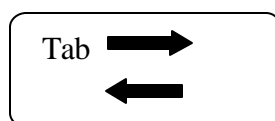
Keyboard Cursor Movement



Use the [Home] key to move the cursor to the first editable field on the screen.



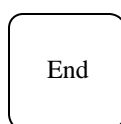
Use the [Arrow] keys to move the cursor one space at a time in the direction of the arrow.



Use the [Tab] key to move the cursor to the next field on the screen.



Use the [Space Bar] to move the cursor one space forward to clear any unwanted characters entered into the field.



Use the [End] key to refresh a field (clears all characters).

Option II – Screen IDs (TRAN-IDs)

The second navigation option is the use of screen IDs (TRAN-IDs). Each WDTIP screen has a four-character short name or screen ID (TRAN-ID) that displays in the upper left-hand corner of the screen. The name of the screen IDs follows a specific naming convention intended to make the screen ID easy to understand and remember. The first letter of the screen ID is the first letter of the first word in the screen's long name. The next three letters are an abbreviation for the remainder of the screen name. For example, PSUM is the screen ID for the Program Summary Screen.

The Screen ID List

The screen ID list provides a directory of all the screens in the system by screen ID and name and is accessed by pressing the [F4] key. Position the cursor adjacent to the screen ID and press the [Enter] key to navigate to the requested screen. An example of the Screen ID List is pictured below.

| SCREEN ID LIST | |
|----------------|------------------------------|
| ID | INQUIRY SCREEN NAME |
| TRAC | TRAC SYSTEM MAIN MENU |
| IINQ | INDIVIDUAL INQUIRY |
| IDET | INDIVIDUAL DETAIL |
| ALID | ALTERNATE IDENTITY |
| ISUM | INDIVIDUAL RESPONSE SUMMARY |
| KSUM | COUNTY SUMMARY |
| PSUM | PROGRAM SUMMARY |
| TSUM | TIME CLOCKS SUMMARY |
| DSUM | DIVERSION SUMMARY |
| ESUM | EXCEPTION SUMMARY |
| WSUM | WELFARE TO WORK SUMMARY |
| TCAL | TANF 60-MONTH CALENDAR |
| KCAL | CALWORKS 60-MONTH CALENDAR |
| WCAL | WTW 18/24-MONTH CALENDAR |
| UNCP | NON CAL PARTICIPATION UPDATE |
| UDIV | DIVERSION UPDATE |
| UCSR | CHILD SUPPORT REIMB. |
| USSO | SUPPORTIVE SERVICES ONLY |
| F3=PREV | |

The Screen ID Field

The screen ID (TRAN-ID) field is always in the upper left-hand corner of the screen. The user can navigate from one screen to another by typing the screen ID needed in the screen ID field and then pressing the [Enter] key.

Screen ID (TRAN-ID) Navigation How-To's

| If | Tip | Action |
|---|---|---|
| <i>Navigating using the [F4] feature</i> | It is not necessary for there to be client information available (on the screen selected) for the system to be able to take the user to that screen. For example, if a user selects the Alternate Identity Screen (ALID) from the Screen ID List and the selected individual has no alternate identity information, the system will take the user to the ALID screen and return the following information message <i>"No Data For This CIN On This Screen."</i> | Press [F4] to display the Screen ID List. The cursor will automatically move to the top left corner of the screen. Tab to the desired screen ID (this moves the cursor). Press the [Enter] key and the system will navigate the user to the selected screen. |
| <i>Navigating using the screen ID (TRAN-ID) field feature</i> | Remember, for the most part, these short, four-character screen IDs are derived from the screen's long name. | Type the screen ID (TRAN-ID) of the desired screen. Press the [Enter] key and the system will take the user to the selected screen that corresponds with the screen ID entered. |
| <i>Navigating using the screen ID (TRAN-ID) field feature</i> | A user cannot go directly to the detail screens by typing the screen ID (TRAN-ID) | To access the detail screens I.e. PDET, EDET, DDET, a user can enter the TRAN-ID in the top left hand corner but will be taken first to the summary screens I.e. PSUM, ESUM and DSUM, where the user must select a record to go to the detail screen. |
| <i>Navigating using the screen ID (TRAN-ID) field feature</i> | A user cannot go to the UPRG and UPEX screens directly by typing the screen ID (TRAN-ID) | To access the UPRG and UPEX screens a user can enter the screen ID (TRAN-ID) in the top left hand corner but will be taken first to the |

| If | Tip | Action |
|--|--|--|
| | | summary screens I.e. PSUM, ESUM, where the user must select a record to go to the update screen. |
| Navigating using the screen ID (TRAN-ID) field feature | A user cannot use the screen ID (TRAN-ID) navigation to go to the AIND screen. | A user cannot use the screen ID (TRAN-ID) navigation to go to the AIND screen. To go to the AIND screen the user must first enter a search in the IINQ Screen and then press the PF5 Key from the IINQ or ISUM screen. |

Option III – General Screen Flow

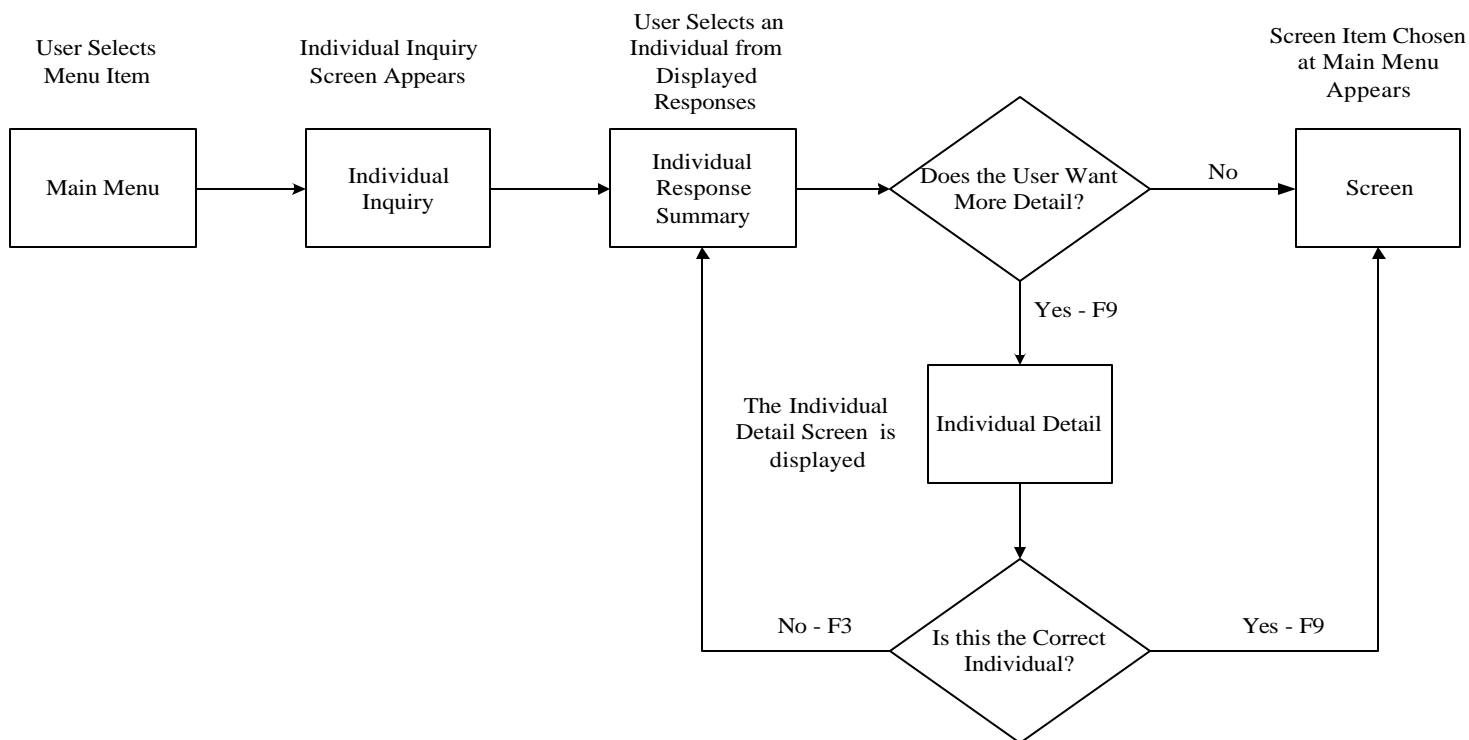
The third navigational method is the general screen flow or basic layout of the 24 screens in WDTIP. The general screen flow is summary to detail. Most of the summary screens are linked to a detail screen, if more detailed information exists for the selected individual. For example, if a Diversion Summary Screen (DSUM) has data for the selected individual, there is more information on the Diversion Detail Screen (DDET).

The Sample General Screen Flow Table and the Screen Flow Diagram below illustrate the pattern of the system's general screen flow.

Sample General Screen Flow

| Step | Description |
|---------------|---|
| <i>Step 1</i> | Access WDTIP from the MEDS Inquiry Request Menu (MEDS Main Menu). |
| <i>Step 2</i> | Enter the number of the desired screen selection at the TRAC Main Menu. |
| <i>Step 3</i> | Enter the individual's search criteria in the appropriate field(s) on the Individual Inquiry Screen (IINQ). |
| <i>Step 4</i> | Individual Response Summary Screen (ISUM) displays results of IINQ search. |
| <i>Step 5</i> | Select the record of the individual needed by placing cursor next to the appropriate record and pressing the [Enter] key. |
| <i>Step 6</i> | Press [F9] to display the Individual Detail Screen (IDET) - if more information is required. |
| <i>Step 7</i> | Press [F9] again to return to the ISUM screen. |
| <i>Step 8</i> | If the individual selected is incorrect, press the [F3] key to return to the previous screen (Individual Response Summary Screen – ISUM), select another individual and re-start at step 6. |

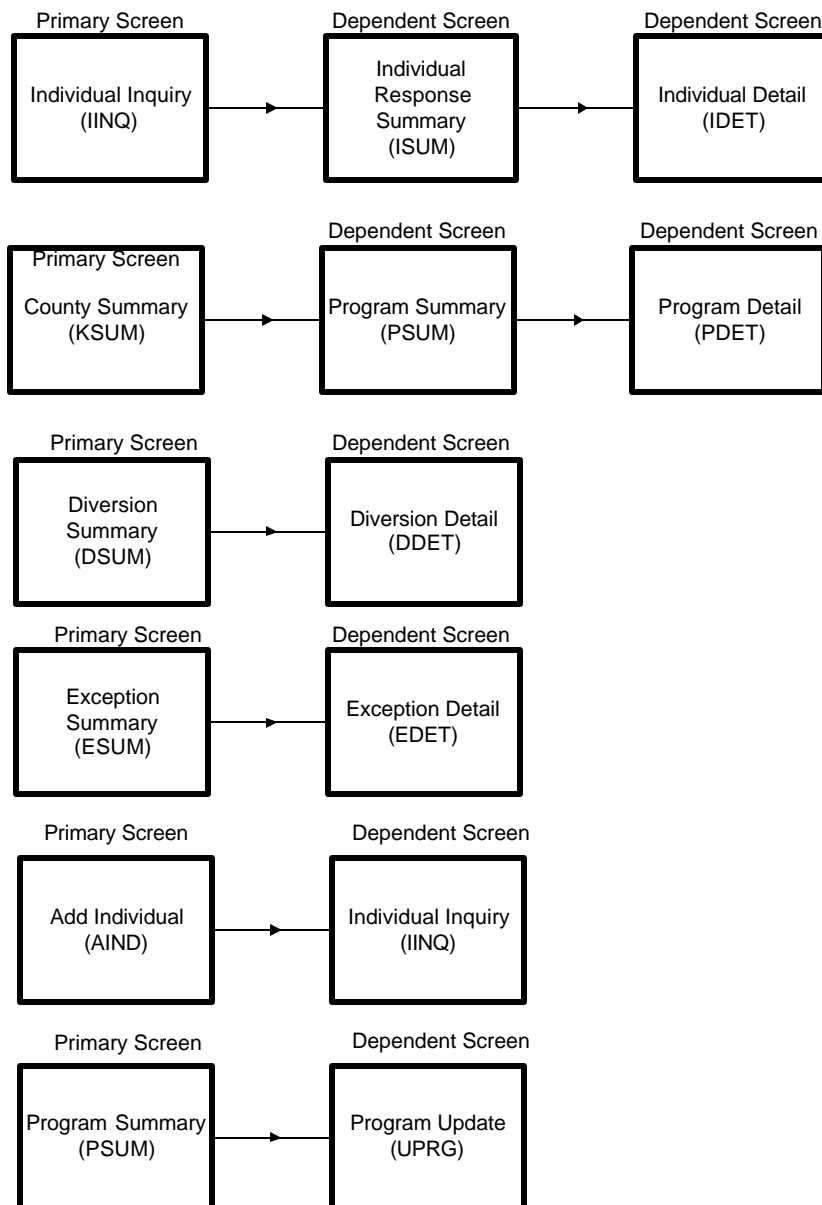
Screen Flow Diagram



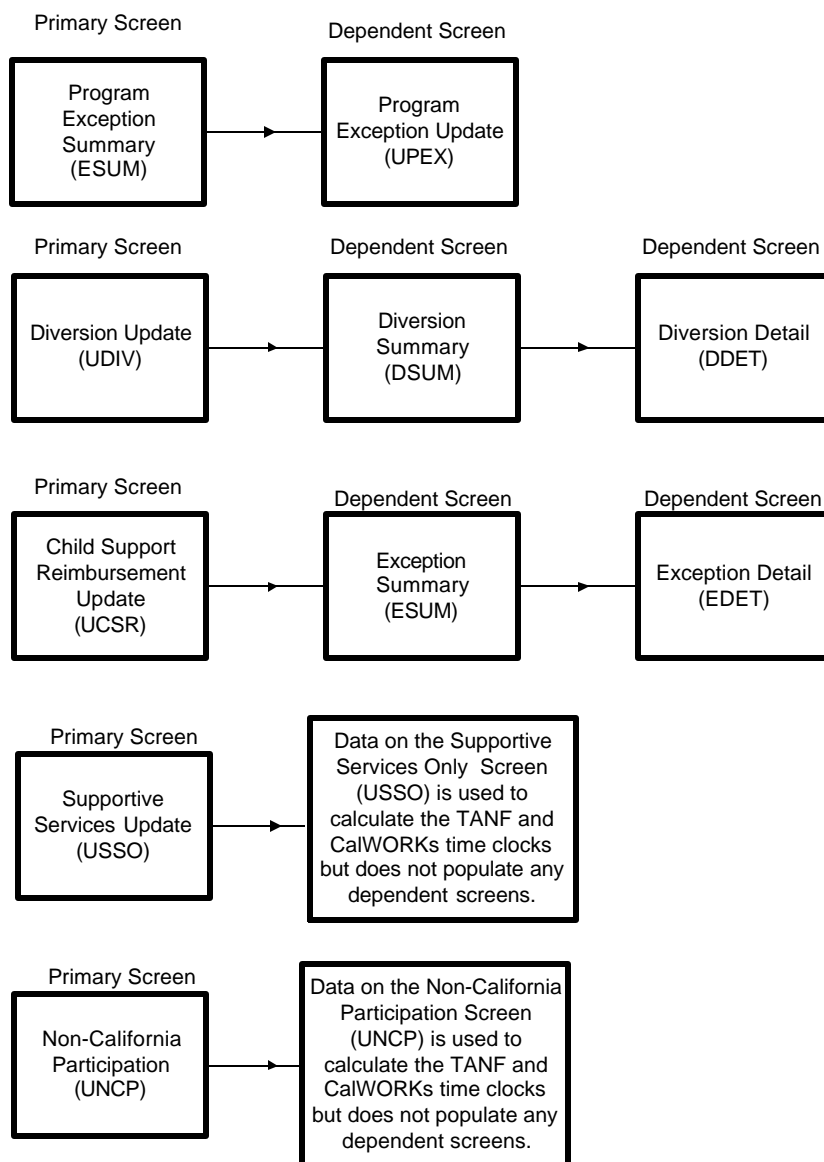
Screen Dependencies

Some of the screens in the WDTIP are dependent on data being entered or present on a previous screen. To access a dependent screen, data must be entered or be present on the primary screen. For example, to access the Exception Detail Screen (EDET), there must be at least one data record on the Exception Summary Screen (ESUM).

The inquiry screen dependencies are depicted in the figure below.



The update screen dependencies are depicted in the figure below.



WDTIP System Screen Detail - Section III

WDTIP Screen Details and How-To's

How to Use Section III of the WDTIP User Manual

This section provides the details needed to understand and use the 17 inquiry and 7 update screens. This information is provided in three forms:

- ❑ Sample screen print – populated with sample data
- ❑ Screen and Field Dictionary table – including the screen name, the screen ID (TRAN-ID) and a brief description of the screen
- ❑ How-To's and Tips table – providing tips on how to use the screen and any helpful tips for use and navigation

This section begins with the TRAC Main Menu screen, proceeds through the 17 inquiry screens and finishes with the 7-update screens.

WDTIP Inquiry Screens

The 17 inquiry screens in the WDTIP system display all calculated time clock-related data. These screens display relevant information regarding an individual's cash program participation, cumulative time clock status for the TANF 60-, CalWORKs 60- and the WTW 18/24-month time clocks, diversion payment history, and time clock exception history, if applicable. The Individual Inquiry Screen (IINQ) subsection includes a description of the Statewide Client Index (SCI) search hierarchy (mechanism) used when WDTIP users request a "search."

TRAC Main Menu

The TRAC Main Menu is the starting point for the system. The user selects an option from this menu depending on information needed.

```

TRAC                                TRAC INFORMATION SYSTEM
10/22/2001

                                MAIN MENU

      INQUIRY SCREEN NAME          ID          UPDATE SCREEN NAME          ID
1.  INDIVIDUAL INQUIRY            IINQ      13. NON-CAL PARTICIPATION UPDATE UNCP
2.  INDIVIDUAL DETAIL             IDET      14. DIVERSION UPDATE                UDIV
3.  ALTERNATE IDENTITY            ALID      15. CHILD SUPPORT REIMB UPDATE        UCSR
4.  COUNTY SUMMARY               KSUM      16. SUPPORTIVE SERVICES UPDATE        USSO
5.  PROGRAM SUMMARY              PSUM      17. PROGRAM PARTICIPATION UPDATE      UPRG
6.  DIVERSION SUMMARY            DSUM      18. EXCEPTION UPDATE                UPEX
7.  EXCEPTIONS SUMMARY           ESUM
8.  TIME CLOCKS SUMMARY          TSUM
9.  WELFARE TO WORK SUMMARY       WSUM
10. TANF 60-MONTH CALENDAR        TCAL
11. CAL 60-MONTH CALENDAR         KCAL
12. WTW 18/24-MONTH CALENDAR      WCAL

                                SELECT A SCREEN NUMBER AND PRESS ENTER : ____

                                F1=HELP F3=EXIT F11=MEDS
  
```

TRAC Main Menu Screen and Field Dictionary

Title: Main Menu
Screen -ID: TRAC
Definition: Displays the screen names and IDs of the areas of the system that can be accessed from this screen.

TRAC Main Menu (TRAC) How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory Field</i> | <i>Tips</i> | <i>Action</i> |
|------------------------------|---|------------------------|---|---|
| <i>Accessing TRAC screen</i> | The cursor is automatically located in the only "open" field on the screen. | Y | Zeros are not required (as placeholders) for menu options one through nine. Detail screens must be accessed via the summary screen. | Enter preferred option and press the [Enter] key. |

Individual Inquiry (IINQ) Screen

Selecting any option from the TRAC Main Menu forwards the user to the Individual Inquiry (IINQ) Screen. This screen is used to perform a search against the SCI to obtain a list of individuals known to SCI that match the selection criteria entered. The SCI search hierarchy is described in more detail on the following page.

From IINQ, the user may initiate one of two types of inquiries for an individual, a unique identifier search or a demographic search.

| | | | |
|---------------------------------------|----------------|---------------------------|------------------------------------|
| IINQ | | TRAC INFORMATION SYSTEM | |
| | | INDIVIDUAL INQUIRY | |
| SEARCH CRITERIA - ENTER 1 OR MORE | | | |
| SSN | : | _____ | |
| CIN | : | _____ | |
| ALIEN # | : | A _____ | |
| COUNTY ID | : | __ - __ - _____ - __ - __ | (COUNTY #/AID/SERIAL #/FBU/PRSN #) |
| *****OR***** | | | |
| SEARCH CRITERIA - ENTER FIELDS | | | |
| | LAST* | FIRST | MIDDLE SUFX |
| NAME: | _____ | _____ | _____ |
| | SPECIFIC | -OR- | RANGE |
| DOB: | __ / __ / ____ | | FROM : __ / __ / ____ |
| | | | TO : __ / __ / ____ |
| SEX: | __ | | |
| *MANDATORY | | | |
| ENTER SEARCH CRITERIA AND PRESS ENTER | | | |
| F1=HELP F5=AIND F11=MEDS F12=TRAC | | | |

Individual Inquiry Screen and Field Dictionary

Title: Individual Inquiry
 Screen ID: IINQ
 Definition: Displays the criteria for performing a search on an individual.

| Field | Definition |
|---------|------------------------------|
| SSN | Social Security Number |
| CIN | Client Identification Number |
| ALIEN # | Alien Number |

| Field | Definition |
|--------------|---|
| COUNTY ID | 14-character ID, including County # /Aid Code/ Case Serial # / FBU # / Person # |
| LAST | Last name |
| FIRST | First name |
| MIDDLE | Middle name or initial |
| SUFFIX | Suffix (Jr., Sr. or III) |
| SEX | Gender |
| DOB | Date of birth |
| DOB RANGE | Date of birth range including “from” and “to” |

SCI Search Hierarchy

A search hierarchy is a structure SCI uses when conducting a search for an individual. The SCI hierarchy is designed to search for individuals first by those traits that are considered to be unique to an individual such as the Client Identification Number (CIN) or Social Security Number (SSN). These traits are called unique identifiers.

If these unique identifiers are not known (to SCI) or are unavailable to the user, then the system moves through the course of the hierarchy to search for individuals by those traits that are not considered unique to an individual including name, date of birth or birth range. These non-unique traits are called demographic identifiers.

When SCI conducts a search by a unique identifier, it stops searching as soon as it finds a match. This information, or record, is then displayed to the user. In some instances, more than one individual may share the same SSN. In that instance, SCI will return all individuals known to SCI with that SSN. The WDTIP system can display up to 25 of these individual records, a maximum of five individual records per page.

When SCI conducts a search by name, it uses a SOUNDEx system search that assigns points for phonetically matching sounds. SCI then returns those names with the highest total point value. SCI can return *exact* name matches or *close* name matches, based upon the user’s query. Those names that are close, but not exact, are called “fuzzy name” returns. These “fuzzy name” matches are returned because the names have phonetic traits similar to the search criteria entered.

The SCI hierarchy is intended to save search time, increase system response time and give users flexibility to provide variable search criteria. For example, a user cannot conduct a search with gender or date of birth alone. The hierarchy of the SCI search is:

- ☐ CIN
- ☐ SSN
- ☐ Alien Number
- ☐ Name

The following pages of the WDTIP User Manual detail the recommended steps to be used when searching for an individual using either unique identifier information, demographic information or a combination of both. This section begins with instructions for how to conduct a unique identifier search.

Unique Identifier Search

To conduct a search (for individual(s) known to SCI) using a unique individual identifier, enter any ***one or combination*** of the unique identifiers into the appropriate fields (CIN, SSN, Alien Number or County ID) on the IINQ screen. At a minimum, the user must provide information for one of these four fields to initiate a search of SCI using a unique identifier.

Unique Identifier Search How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory Field</i> | <i>Tips</i> | <i>Action</i> |
|-------------------------------|--|-------------------------------|---|--|
| <i>Search is by CIN</i> | Tab to the "CIN" field on the IINQ screen. | Y | The valid format for a CIN is 12345678C. | Enter the individual's nine-character CIN and press the [Enter] key. |
| <i>Search is by SSN</i> | Tab to the "SSN" field on the IINQ screen. | Y | The MEDS "Pseudo ID" can also be entered here. | Enter the individual's nine-digit SSN and press the [Enter] key. |
| <i>Search is by Alien #</i> | Tab to the "ALIEN #" field on the IINQ screen. | Y | The leading "A" is pre-filled and need not be re-entered. | Enter the individual's Alien # and press the [Enter] key. |
| <i>Search is by County ID</i> | Tab to the "COUNTY ID" field. | Y | Aid code is optional. <i>Note: If no match is found for the aid code entered, then the system will continue to search for the remaining fields.</i> | Enter the individual's case number including the County Number, Aid Code, Case Serial Number, FBU and Person #. Press the [Enter] key. |

| If | Screen Field | Mandatory Field | Tips | Action |
|--|---|--|---|--|
| <i>Search is combination of unique identifiers</i> | Tab to the corresponding fields on the IINQ screen. | Y At minimum, one field (CIN, SSN, Alien # or County ID) must be completed. | The more data entered for a search generally means narrowing the search and minimizing the returns. The less data entered for the search generally means broadening the search and maximizing returns. Sometimes maximizing returns increases the odds of finding unexpected information. | Enter a combination of unique identifiers and press the [Enter] key. |
| <i>Information message is returned</i> | <i>"No Records Found"</i> | N/A | Double check the information entered on the screen to validate its' accuracy. | <p>Individual is not known to SCI. Press [Enter] after entering the unique identifier information to prompt the WDTIP system to conduct a search for the selected individual in SCI. WDTIP will display all potential matches on the Individual Response Summary Screen (ISUM).</p> <p>When no matches are found, a <i>"No Match Found For Criteria Entered"</i> information message will be displayed at the bottom left side of the screen. This message notifies the user that based upon the criteria entered, there was no corresponding individual known to SCI.</p> |

Demographic Search

Demographic data is information that can never be unique to one individual. For example, many people can share a birth date or name. When conducting demographic searches, expect responses to be less specific and more numerous.

The “last name” field is mandatory when conducting a demographic search. The user may enter just the last name *or a combination* of information including last name, first name and/or date of birth. Information must be provided for one or more of these fields when initiating a demographic search. Middle name, suffix and gender are considered ancillary data and must be used in combination with either a last name and/or first name and/or date of birth or date of birth range for WDTIP to initiate a search in SCI.

Demographic Data Search How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory Field</i> | <i>Tips</i> | <i>Action</i> |
|--------------------------------------|--|-------------------------------|--|--|
| <i>Search is by demographic data</i> | Tab to the “LAST Name” field on the IINQ screen. | Y | This is a mandatory field when conducting a name search. Enter up to 25 characters. | Enter the individual's demographic data and press the [Enter] key. |
| | Tab to the “FIRST Name” field on the IINQ screen. | N | Enter if known. Enter up to 15 characters. | |
| | Tab to the “MIDDLE Name” field on the IINQ screen. | N | Enter if known. Enter up to 15 characters. | |
| | Tab to the “SUFIX” field on the IINQ screen. | N | Enter if known (Sr., Jr., and III). | |
| | Tab to the “DOB” field on the IINQ screen. | N | Enter if known. | |

| If | Screen Field | Mandatory Field | Tips | Action |
|---|--|------------------------|---|--|
| | Tab to the "SEX" field on the IINQ screen. | N | Valid values for this field are "M" (male) or "F (female) or "U" (unknown). An entry of "U" will search for the "U" characteristic. If the user needs to search for all gender values, leave the "SEX" field blank. | |
| | Tab to the "DOB RANGE" field on the IINQ screen. | N | Enter if exact birth date is unknown. | |
| <i>Information message is returned</i> | <i>"No Records Found"</i> | N/A | Double check the information entered on the screen to validate accuracy | Individual is not known to SCI or WDTIP. |
| <i>User is going to add an individual</i> | <i>Press the F5 key to add an individual</i> | N/A | Search criteria entered will be transferred to the AIND screen | You will be transferred to AIND |

Add Individual (AIND) Screen

The Add Individual (AIND) Screen allows the addition of individuals online. The screen displays SSN, Alien Number, County ID Number, Name, Date of Birth and Sex.

| | | |
|--|---|------------|
| AIND | TRAC INFORMATION SYSTEM ADD INDIVIDUAL | 10/22/2001 |
| <div style="margin-bottom: 10px;">SSN* : _ - _ - _</div> <div style="margin-bottom: 10px;">ALIEN # : A </div> <div style="margin-bottom: 10px;">COUNTY ID*: 87 - _ - - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)</div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>NAME : </div> <div>LAST* </div> <div>FIRST* </div> <div>MIDDLE </div> <div>SUFFIX </div> </div> </div> <div style="margin-bottom: 10px;">DOB* : / / </div> <div style="margin-bottom: 10px;">SEX* : </div> <div style="margin-top: 20px;">*MANDATORY</div> <div style="text-align: center; margin-top: 10px;">ENTER INDIVIDUAL DATA AND PRESS ENTER</div> <div style="text-align: center; margin-top: 10px;"><i>F1=HELP F2=IINQ F11=MEDS F12=TRAC</i></div> | | |

AIND Screen and Field Dictionary

Title: Add Individual
Screen ID: AIND
Definition: Allows the user to add an individual to TRAC

| Field | |
|------------------|---|
| SSN | Allows you to enter Individual's Social Security Number |
| Alien Number | Allows you to enter Individual's Alien Number |
| County ID Number | Allows you to enter Individual's Aid, Serial, FBU and Person Number |
| Last Name | Allows you to enter Individual's Last name |
| First Name | Allows you to enter Individual's First name |
| Middle | Allows you to enter Individual's Middle name |

| Field | |
|--------------|---|
| Sufx | Allows you to enter Individual's Suffix |
| DOB | Allows you to entire Individual's Date of Birth |
| Sex | Allows you to enter Individual's Gender |

AIND Screen How-To's and Tips

| If | Screen Field | Mandatory Field | Tips | Action |
|---|---|------------------------|---|--|
| Information is displayed | <i>Any information that is transferred from the IINQ Screen</i> | NA | This information is what was entered for the search in IINQ | Complete all fields that are enabled. |
| <i>Incorrect information is displayed</i> | <i>Any information that is transferred from the IINQ Screen</i> | NA | The information entered was incorrect | Press the F2 key to return to IINQ and enter the correct search criteria |

NOTE - The AIND allows you to enter information to add an individual to the system when no match is found on the IINQ Screen.

Individual Response Summary (ISUM) Screen

The Individual Response Summary (ISUM) Screen displays the results for an individual inquiry if SCI finds matches for the search criteria entered on the IINQ screen.

| | | |
|---|-------------------------|---|
| IINQ | TRAC INFORMATION SYSTEM | 11/20/2001 |
| INDIVIDUAL INQUIRY | | |
| SEARCH CRITERIA - ENTER 1 OR MORE | | |
| SSN | : | ___ - ___ - ____ |
| CIN | : | 10000008G |
| ALIEN # | : | A _____ |
| COUNTY ID | : | ___ - ___ - ____ (COUNTY #/AID/SERIAL #/FBU/PRSN #) |
| *****OR***** | | |
| SEARCH CRITERIA - ENTER FIELDS | | |
| NAME: | LAST* | FIRST MIDDLE SUFX |
| DOB: | SPECIFIC -OR- RANGE | FROM : ___ / ___ / ____ |
| SEX: | | TO : ___ / ___ / ____ |
| *MANDATORY | | |
| ENTER SEARCH CRITERIA AND PRESS ENTER | | |
| 1060 - NO MATCH FOUND FOR CRITERIA ENTERED. | | |
| F1=HELP F5=AIND F11=MEDS F12=TRAC | | |

ISUM Screen and Field Dictionary

Title: Individual Response Summary
 Screen ID: ISUM
 Definition: Displays the results for an individual inquiry if SCI finds matches for the search criteria entered on the IINQ screen.

| Fields | Definition |
|----------|---|
| SEL | Selection field |
| CIN | Client Identification Number |
| ALIEN # | Alien Number |
| SSN | Social Security Number |
| COUNTY # | Two-digit county ID. This number corresponds with the last county that updated the selected individual's information in SCI |
| LAST | Last name |
| FIRST | First name |
| MIDDLE | Middle name or initial |
| DOB | Date of birth |
| SUFX | Suffix (Jr., Sr. or III) |
| SEX | Gender |

ISUM Screen How-To's and Tips

| If | Screen Field | Mandatory Field | Tips | Action |
|---|---------------------|--|---|---|
| <i>Information is displayed</i> | Response line | NA | SCI returns all individuals that potentially meet the search criteria entered on the IINQ screen. | Tab to position the cursor adjacent to the record of the desired individual and press the [Enter] key. |
| | "Record Found" | NA | This indicates the information returned by SCI, was found by a direct match on unique identifier or demographic information. | |
| <i>Information is displayed</i> | "Page 01/01" | NA | Page numbers are displayed like fractions and indicate the number of potential matches found over the number of pages. The system can display a maximum of five pages or 25 individual records. | Press the [F8] key to scroll and view any additional pages of information. |
| <i>Information is displayed</i> | SEL | Y The cursor is automatically positioned in the first "open" field on the screen. | Once a screen number is selected from the TRAC Main Menu and the search criteria has been entered on the IINQ screen, WDTIP will return any SCI information associated with that individual. For those instances where there is no information available for the search criteria entered, WDTIP will return the message, " <i>No Records Found</i> " on IINQ. | Place the cursor next to the individual's name (on the ISUM screen) and press [F9] to go to the Individual Detail Screen (IDET). If the user does not want to see more detail, they can press [Enter] to be forwarded to the screen originally requested at the TRAC Main Menu. |
| <i>Information in the response line is unexpected</i> | NA | NA | Check the individual details displayed in the header to validate search criteria entered on the IINQ screen. If different information was expected, there may have been a data entry error. | Return to the prior screen by pressing the [F3] key. Then re-enter the search criteria (on the IINQ screen). |
| <i>No potential Records were found by SCI</i> | NA | NA | The user should receive the following informational message " <i>No Match Found For Criteria Entered</i> " on IINQ. | Enter new search criteria, if available. |

| If | Screen Field | Mandatory Field | Tips | Action |
|---|---------------------|------------------------|---|---|
| <i>The message "No Match Found for Criteria Entered" will display on the Screen</i> | N/A | N/A | There are two possible causes. Either the user entered the search criteria incorrectly, or the client isn't known to SCI. | Enter the new search criteria (if entered incorrectly or incompletely the first time) or press F5 to go to the Add Individual (AIND) screen and add the new client. Adding a client on the AIND screen will trigger SCI to generate a CIN for that client during the overnight batch process. |

Individual Detail (IDET) Screen

The Individual Detail (IDET) Screen displays the detailed information regarding an individual's time clocks, exceptions, and diversion payment indicators.

Information displayed in the header section of the IDET screen is based on the individual selected on the ISUM screen.

| | | | |
|---|-------------------------|----------|-------------|
| IDET | TRAC INFORMATION SYSTEM | | 12/09/1999 |
| INDIVIDUAL DETAIL | | | |
| LAST : SMYTHE | SUFFIX : | CIN : | 0008085G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : | 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : | |
| BIRTH COUNTRY : US | TIME CLOCK INDICATOR | | |
| BIRTH STATE : CA | A. TANF 60 | : | Y |
| ALTERNATE IDENTITY : Y | B. CAL 60 | : | Y |
| LAST COUNTY OF RECORD : 19 | C. NON-CAL MONTHS | : | Y |
| | D. WTW 18/24 | : | Y |
| | EXCEPTIONS INDICATOR | | |
| | A. SANCTIONS | : | N |
| | B. EXEMPTIONS | : | Y |
| | C. GOOD CAUSE | : | N |
| | D. EXTENDER | : | N |
| | E. REPAY | : | N |
| | DIVERSION INDICATOR | : | Y |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC | | | |

IDET Screen and Field Dictionary

Title: Individual Detail

Screen ID: IDET

Definition: Displays detailed time clock, exception and diversion payment information for the selected individual.

| Fields | Definition |
|-----------------------|--|
| BIRTH COUNTRY | Birth country abbreviation for the individual selected |
| BIRTH STATE | Birth state abbreviation for the individual selected |
| ALTERNATE IDENTITY | Additional vital statistic or demographic information |
| | Indicator flagged "Y" or "N" |
| LAST COUNTY OF RECORD | Two-digit county # for the selected individual's last county involvement |

| Fields | Definition | |
|----------------------|-------------------|---|
| TIME CLOCK INDICATOR | A. TANF 60 | TANF 60-month time clock information |
| | | Indicator flagged “Y” or “N” |
| | B. CAL 60 | CalWORKs 60-month time clock information |
| | | Indicator flagged “Y” or “N” |
| | C. NON-CAL MONTHS | Non-California cash program participation information |
| | | Indicator flagged “Y” or “N” |
| | D. WTW 18/24 | WTW 18/24 employment services time clock |
| | | Indicator flagged “Y” or “N” |
| EXCEPTION INDICATOR | A. SANCTIONS | Time clock sanction information |
| | | Indicator flagged “Y” or “N” |
| | B. EXEMPTIONS | Time clock exemption information |
| | | Indicator flagged “Y” or “N” |
| | C. GOOD CAUSE | Time clock good cause information |
| | | Indicator flagged “Y” or “N” |
| | D. EXTENDER | Time clock extender information |
| | | Indicator flagged “Y” or “N” |
| | E. REPAY | Time clock repay information |
| | | Indicator flagged “Y” or “N” |
| DIVERSION INDICATOR | | Diversion payment information |
| | | Indicator flagged “Y” or “N” |

IDET Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|-----------------------|------------------------|--|--|
| <i>Flag displayed</i> | ALTERNATE IDENTITY “Y” | “Y” indicates this individual is associated with additional demographic or vital statistic information. <i>ALID information will exist only if the flag is “Y”.</i> | Visit the Alternate Identity Screen (ALID) for more information on possible alternate identity information including alternate SSN, CIN, County ID, date of birth and/or name. |
| <i>Flag displayed</i> | TANF “Y” | “Y” indicates that the time clock has been initialized. | Visit the Time Clock Summary Screen (TSUM) for more information. |
| | CalWORKs “Y” | | |

| If | Screen Field | Tips | Action |
|-----------------------|---------------------|---|---|
| | NON-CAL MONTH "Y" | "Y" indicates that Non-California information is known to WDTIP and that Non-California months have been used in the time clock calculations. | Visit the Time Clock Summary Screen (TSUM) or Non-Cal Participation Update Screen (UNCP) for more information. |
| | WTW 18/24 "Y" | "Y" indicates that the WTW 18/24-month time clock has been initialized. | Visit the Time Clock Summary Screen (TSUM) for more information. |
| <i>Flag displayed</i> | Sanctions "Y" | "Y" indicates individual sanction, exemption, good cause or repay information exists in the WDTIP system. | Visit the Time Clock Exception/Extension Summary and Time Clock Exception Detail Screens (ESUM and EDET) for more information. |
| | Exemptions "Y" | | |
| | Good Cause "Y" | | |
| | Repay "Y" | | |
| <i>Flag displayed</i> | Extender "Y" | "Y" indicates individual extender information is active in the WDTIP system. | |
| <i>Flag displayed</i> | Diversion "Y" | "Y" indicates that diversion information exists in the WDTIP system. | Visit the Diversion Update (UDIV), Diversion Summary and the Diversion Detail Screens (DSUM and DDET) for more diversion payment information. |

Alternate Identity (ALID) Screen

The Alternate Identity (ALID) Screen displays alternate identity information available for the selected individual, including additional names and/or identifier information.

Information displayed in the header section of the ALID screen is based on the individual selected on the ISUM screen.

| | | |
|---|-------------------------|-------------------|
| ALID | TRAC INFORMATION SYSTEM | 12/13/1999 |
| | ALTERNATE IDENTITY | |
| LAST : SMYTHE | SUFFIX : | CIN : 90008085G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : |
| TYPE IDENTIFIER | | |
| COUNTY ID : 21-30-7000769-1-01 | | |
| SSN : 123456789 | | |
| DOB : 08/02/1970 | | |
| DOB : 05/02/1980 | | |
| LAST : SMITH | | |
| | | PAGE: 01/01 |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS 12=TRAC | | |

ALID Screen and Field Dictionary

Title: Alternate Identity

Screen ID: ALID

Definition: Displays alternated identity information available for the selected individual.

| Field | Definition |
|------------|---|
| TYPE | Indicates the type of identifiers by which the individual is known to SCI |
| IDENTIFIER | The alternate information known based upon the type of identifier displayed |

ALID Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|----|--------------|------|--------|
| NA | NA | NA | NA |

Note: ALID is an informational screen populated with information from SCI, if available, for the selected individual.

County Summary (KSUM) Screen

The County Summary (KSUM) Screen displays a listing of any county welfare departments where an individual has been known and the individual's status in that county.

Information displayed in the header section of the KSUM screen is based on the individual selected on the ISUM screen.

| | | |
|--|-------------------------|-------------------|
| KSUM | TRAC INFORMATION SYSTEM | 12/09/1999 |
| COUNTY SUMMARY | | |
| LAST : SMYTHE | SUFx : | CIN : 90008085G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : |
| SEL | COUNTY # | CONVERTED |
| - | 01 | N |
| - | 08 | Y |
| COUNTY NAME | | STATUS |
| ALAMEDA | | INACTIVE |
| DEL NORTE | | INACTIVE |
| SELECT ONE AND PRESS ENTER | | |
| PAGE: 01/01 | | |
| 1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS 12=TRAC | | |

KSUM Screen and Field Dictionary

Title: County Summary

Screen ID: KSUM

Definition: Displays summary information regarding an individual's county involvement, including county conversion indicators.

| Field | | Definition |
|-------------|----------|---|
| SEL | | Record selector |
| COUNTY # | | County number |
| CONVERTED | | Indicates whether this county's cash program participation information has been converted |
| | | Indicator flagged "Y" or "N" |
| COUNTY NAME | | County name |
| STATUS | ACTIVE | Indicates the individual's cash program participation status in the corresponding county |
| | INACTIVE | |

KSUM Screen How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Tips</i> | <i>Action</i> |
|---------------------------------|------------------------|---|--|
| <i>Information is displayed</i> | COUNTY# COUNTY NAME | This is the county number and name where this individual is known to have cash program participation information. The information is displayed in reverse chronological order, sorted by active, then, inactive records. | Place the cursor next to the county number and press [Enter] to be forwarded to the Program Summary Screen (PSUM) for more cash program participation information for the selected county. |
| <i>Indicator is "N"</i> | CONVERTED "N" | The cash program participation information for this individual is not coming directly from the county/consortium. Instead, the data is a combination of information contained in SIS and data derived from MEDS. | Informational |
| <i>Indicator is "Y"</i> | CONVERTED "Y" | The cash program participation information for this individual is being received directly from a county/consortium system. Data may be a combination of direct county input and derived MEDS data. | Informational |
| <i>Information is displayed</i> | ACTIVE | This is cash program participation status only. Once a county has been selected, only that county information will display on PSUM. To see any other county information, the user must return to KSUM and select the new county. | Place the cursor next to the county number and press [Enter] to be forwarded to the Program Summary Screen (PSUM) for more cash program participation information for the selected county. |
| | INACTIVE | | |

Program Summary (PSUM) Screen

The Program Summary (PSUM) Screen displays a summary of the selected individual's cash program participation information from the county record selected from the KSUM screen. All counties associated with the individual will be displayed if the screen is accessed via the Main Menu, F4 or by entering the TRAN ID if no selection has been made on KSUM.

Information displayed in the header section of the PSUM screen is based on the individual selected on the ISUM screen.

| PSUM | | TRAC INFORMATION SYSTEM | | | | | | | | | | | |
|---|-----|-------------------------|--------|-----|----|---------|-----|--------|----------|-------------|---------|---|-------------|
| PROGRAM SUMMARY | | | | | | | | | | | | | |
| LAST | : | SMYTHE | | | | SUF | : | CIN | | | | : | 90008085G |
| FIRST | : | SAMUEL | | | | DOB | : | SSN | | | | : | 123-45-6789 |
| MIDDLE | : | | | | | SEX | : | ALIEN# | | | | : | |
| SEL | CNV | RTD | COUNTY | AID | CD | SERIAL | FBU | PRSN | PROGRAM | START | END | | |
| — | N | | XX | XX | | 9999999 | 9 | 99 | CALWORKS | 01/1999 | 06/1999 | | |
| — | N | | XX | XX | | 9999999 | 9 | 99 | CALWORKS | 03/1999 | 03/1998 | | |
| OVERLAPPING PROGRAM PARTICIPATION : Y | | | | | | | | | | | | | |
| SELECT ONE AND PRESS ENTER | | | | | | | | | | PAGE: 01/01 | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPRG F7=UP F8=DN F10=TSUM F11=MEDS | | | | | | | | | | | | | |
| F12=TRAC | | | | | | | | | | | | | |

PSUM Screen and Field Dictionary

Title: Program Summary

Screen ID: PSUM

Definition: Displays a summary of cash program participation information for the selected individual and the county for which this information is applicable.

| Field | Definition |
|--------|---|
| SEL | Record selector |
| CNVRTD | Indicates whether this county's cash program participation information is coming directly from the county system. |
| | Indicator flagged "Y" or "N" |
| COUNTY | Indicates county number for the county associated with the program |
| AID CD | Indicates the specific aid code |
| SERIAL | Indicates the selected individual's Case Serial Number |

| Field | Definition |
|-----------------------------------|---|
| FBU | Indicates the Family Budget Unit number |
| PRSN | Indicates the Person Number |
| PROGRAM | Indicates name of program |
| START | Indicates the month and year in which the cash program participation was initialized |
| END | Indicates month and year in which the cash program participation ended |
| OVERLAPPING PROGRAM PARTICIPATION | Indicator flagged “Y” or “N”. “Y” indicates the cash program participation information (listed on the screen) contains a month (or months) in which the individual was in receipt of duplicate benefits, in the same month(s) |

PSUM Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|------------------------------------|---------------------|--|---|
| <i>If information is displayed</i> | SEL | The user can see detailed cash program participation information for the selected individual. | Place the cursor next to the cash program participation instance and press [Enter] to be forwarded to the Program Detail Screen (PDET). |
| <i>If the indicator is “N”</i> | CONVERTED N | The cash program participation information for this individual is not coming directly from the county/consortium. Instead, the data is a combination of information contained in SIS and data derived from MEDS. | Informational |
| <i>If the indicator is “Y”</i> | CONVERTED Y | The cash program participation information for this individual is being received directly from the county/consortium system. Data may be a combination of direct county input and derived MEDS data. | Informational |

Last Updated: 12/02/03

Program Detail (PDET) Screen

The Program Detail (PDET) Screen displays detailed information about an individual's cash program participation information. The information displayed on the left side of the screen is specific to the program instance selected from the PSUM. The information displayed on the right side of the screen is summary time clock data for the selected individual.

Information displayed in the header section of the PDET screen is based on the individual selected on the ISUM screen.

| | | | |
|--|-------------------------|----------|-------------|
| PDET | TRAC INFORMATION SYSTEM | | 09/15/2000 |
| | PROGRAM DETAIL | | |
| LAST : SMYTHE | SUFIX : | CIN : | 90008085G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : | 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : | |
| PROGRAM : CALWORKS | TANF 60-MONTHS USED : | | 17 |
| COUNTY ID : 01-30-1234567-0-01 | CAL 60-MONTHS USED : | | 14 |
| AID CODE : 30 | NON-CAL MONTHS* : | | 02 |
| START MONTH : 01/1999 | WTW 18/24-MONTHS USED: | | 05/18 |
| END MONTH : 06/1999 | WTW EXTENSION NUMBER : | | 00/00 |
| DISC. REASON CODE : 060 | | | |
| | EXCEPTION INDICATOR | | |
| POST-AID CHILD CARE PERIOD | A. SANCTIONS : | | N |
| BEGIN DATE : 07/01/1999 | B. EXEMPTIONS : | | Y |
| END DATE : 06/30/2001 | C. GOOD CAUSE : | | N |
| SOURCE : COUNTY | D. EXTENDER : | | N |
| | E. REPAY : | | N |
| | DIVERSION INDICATOR : Y | | |
| *INCLUDED IN MONTHS USED | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC | | | |

PDET Screen and Field Dictionary

Title: Program Detail
 Screen ID: PDET
 Definition: Displays detailed cash program participation information for the selected individual.

| Field | Definition |
|-------------|---|
| PROGRAM | Indicates program associated with displayed aid code |
| COUNTY ID | 14-character ID, including County # /Aid Code/ Case Serial # / FBU # / Person # |
| AID CODE | Indicates specific aid code |
| START MONTH | Indicates month and year the cash program participation initialized |
| END MONTH | Indicates the month and year the cash program |

| Field | | Definition |
|---------------------------|------------------------------|--|
| | | participation ended |
| DISC. REASON CODE | | Indicates the reason code for program discontinuance |
| POST-AID CHILDCARE PERIOD | | The 24-month period immediately following the discontinuance from a program |
| BEGIN DATE | | Indicates the beginning of the 24-month post-aid childcare period |
| END DATE | | Indicates the begin date of the post-aid childcare period plus 24 months |
| TANF 60-MONTHS USED | | Indicates the cumulative number of months counted on the selected individual’s TANF 60-month time clock |
| CAL 60-MONTHS USED | | Indicates the cumulative number of months counted on the selected individual’s CalWORKs 60-month time clock |
| NON-CAL MONTHS* | | Indicates months of non-California cash program participation included in the time clock calculation(s) |
| WTW 18/24-MONTHS USED | | Indicates the cumulative number of months counted on the individual’s Welfare to Work 18/24-month time clock |
| | | Indicates the total months that have been allowed for the individual’s workplan |
| WELFARE TO WORK EXTENSION | | Indicates the cumulative number of months counted on the individual’s Welfare to Work extension |
| | | Indicates the total months allowed for the individual’s Welfare to Work extension |
| EXCEPTION INDICATOR | A. SANCTIONS | Time clock sanction information |
| | | Indicator flagged “Y” or “N” |
| | B. EXEMPTIONS | Time clock exemption information |
| | | Indicator flagged “Y” or “N” |
| | C. GOOD CAUSE | Time clock good cause information |
| | | Indicator flagged “Y” or “N” |
| | D. EXTENDER | Time clock extender information |
| | | Indicator flagged “Y” or “N” |
| E. REPAY | Time clock repay information | |
| | Indicator flagged “Y” or “N” | |
| DIVERSION INDICATOR | | Diversion payment information |
| | | Indicator flagged “Y” or “N” |

PDET How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | | <i>Tips</i> | <i>Action</i> |
|-----------------------------|----------------------------|------------|---|--|
| <i>Date is displayed</i> | START MONTH | | The start month represents a begin date. If the start month = 05/99, it means that the individual was active on the associated program beginning in the month 05/99. | Informational |
| | END MONTH | | The end month represents a through date. If the end month = 10/99, it means that the individual was active on the associated program through the month of 10/99. If the date is blank, then the individual is currently active. | Informational |
| <i>Code is displayed</i> | DISC. REASON CODE | | The specific discontinuance reason code detailing the reason for the discontinuance of aid. | Informational |
| <i>Dates are displayed</i> | POST-AID CHILD CARE PERIOD | BEGIN DATE | This date is computed by the WDTIP system and is based on the cash program discontinuance date. The begin date of the post-child care period is the first of the month following the month of the cash program discontinuance. This date will be blank if the individual is currently active. | This field does not identify whether the selected individual is receiving Stages I, II or III childcare. This field represents the period in which a former recipient may potentially be eligible to receive childcare benefits. |
| | | END DATE | This date is computed by the WDTIP system and is the begin date of the post-aid childcare period plus 24 months. This date will be blank if the individual is currently active. | |
| <i>Totals are displayed</i> | TANF 60-MONTHS USED | | The cumulative total number of months counted on the individual's TANF 60-month time clock. | Visit the TANF 60- and CalWORKs 60-Month Calendar Screens (TCAL and KCAL) for more information. |
| <i>Totals are displayed</i> | CAL 60-MONTHS USED | | The cumulative total number of months counted on the individual's CalWORKs 60-month time clock. | |

| If | Screen Field | Tips | Action |
|-------------------------------------|-------------------------|--|--|
| <i>Totals are displayed</i> | NON-CAL MONTHS* | Information provided by the county of record and included in WDTIP time clock calculation(s). | |
| <i>Totals are displayed</i> | WTW 18/24-MONTHS USED | Information has been received from the county/consortium that the Welfare to Work Plan sign date or refusal to sign date exists for an individual. Information in this field is displayed as a fraction: the first integer = total number of months used on the WTW time clock. The second integer = WTW time limit (18 or 24). | Visit the Welfare to WTW 18/24-Month Calendar Screen (WCAL) for more information by placing the cursor next to the county number and pressing [Enter]. |
| <i>Totals are displayed</i> | WTW EXTENSION | Information has been received from the county/consortium that WTW Plan months have been extended for an individual. Information in this field is displayed like a fraction: the first integer = total number of extension months used. The second integer = total number extension months granted. | |
| <i>Exception flag are displayed</i> | SANCTIONS "Y" | "Y" indicates that individual sanction, exemption, good cause, or repay information is known to WDTIP. | Visit the Time Clock Exception Summary and Time Clock Exception/ Detail Screens (ESUM and EDET) for more information by placing the cursor next to the county number and pressing [Enter]. |
| | EXEMPTIONS "Y" | | |
| | GOOD CAUSE "Y" | | |
| | REPAY "Y" | | |
| <i>Exception flag are displayed</i> | EXTENDER "Y" | "Y" indicates that individual extender information is active in WDTIP. | |
| <i>Diversion flag displayed</i> | DIVERSION INDICATOR "Y" | Indicates that diversion information is known to WDTIP. | Visit the Diversion Summary and Detail Screens (DSUM and DDET) for more information. |

Time Clock Summary (TSUM) Screen

The Time Clock Summary (TSUM) Screen displays summary information for the TANF 60, CalWORKs 60 and the WTW 18/24- month time clocks. The screen displays the time clock start and end dates, total number of months used, any Non-California months included in the months used calculation, an extension flag (relative to the WTW time clock) and the number of months the county is extending the WTW time clock, if applicable.

Information displayed in the header section of the TSUM screen is based on the individual selected on the ISUM screen.

| | | | | | |
|---|------------------|-------------------------|-------------|------------|--|
| TSUM | | TRAC INFORMATION SYSTEM | | 09/15/2000 | |
| TIME CLOCK SUMMARY | | | | | |
| LAST : SMYTHE | SUFx : | CIN : | 90008085G | | |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : | 123-45-6789 | | |
| MIDDLE : | SEX : M | ALIEN# : | | | |
| MONTHS USED INCLUDES NON-CONVERTED DATA: Y | | | | | |
| | TANF 60 | CALWORKS 60 | WTW 18/24 | | |
| TIME CLOCK START MONTH | 03/1998 | 03/1998 | 02/1999 | | |
| TIME CLOCK END MONTH | | | | | |
| MONTHS USED | 16 | 13 | 05/18 | | |
| NON-CAL MONTHS* | 02 | 02 | N/A | | |
| WTW EXTENSION | N/A | N/A | | | |
| WTW EXTENSION MONTHS | N/A | N/A | | | |
| EXCEPTION MONTHS | 00 | 00 | 00 | | |
| REPAY MONTHS | 01 | 01 | N/A | | |
| LAST CALCULATED DATE: 12/08/1999 | | | | | |
| OVERLAPPING PROGRAM PARTICIPATION: Y/N | | | | | |
| *INCLUDED IN MONTHS USED | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC | | | | | |

TSUM Screen and Field Dictionary

Title: Time Clock Summary
 Screen ID: TSUM
 Definition: Displays summary TANF 60-month, CalWORKs 60-month and WTW 18/24-month time clock information for the selected individual.

| Field | Definition |
|---|--|
| MONTHS USED INCLUDES NON-CONVERTED DATA | Months used includes cash program participation information from a county that has not converted to the WDTIP system |
| TIME CLOCK START MONTH | Indicates the month and year in which the individual's specified time clocks initialized. A blank space is displayed if the time clock hasn't been initialized |

| Field | Definition |
|-----------------------------------|---|
| TIME CLOCK END MONTH | Indicates the month and year the individual reached the time clock maximum. A blank space is displayed if the time clock end month is unknown |
| MONTHS USED | Indicates the cumulative number of months counted on the specified time clock |
| NON-CAL MONTHS* | Indicates the total number of months of Non-California cash program participation information included in the specified time clock calculation. The field is flagged "NA" if no data is known |
| EXTENSION | Indicates the county has extended the individual's 18 month WTW clock. Field flagged "Y" or "N" and is blank if no data exists |
| EXTENSION MONTHS | Indicates the cumulative number of months counted on an individual's Welfare to Work extension |
| | Indicates the total months that have been allowed for an individual's Welfare to Work extension (00 – 06) |
| EXCEPTION MONTHS | Indicates total number of exception months an individual has. This total includes extender months |
| REPAY MONTHS | Indicates total number of repay months an individual has |
| LAST CALCULATED DATE | Indicates the most recent date the time clock calculation was performed for the selected individual |
| OVERLAPPING PROGRAM PARTICIPATION | Indicator flagged "Y" or "N." A "Y" indicates the cash program participation information contains a month or months in which the individual was active on more than one aid code in the same month(s) |

TSUM Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|---------------------------|---|--|---------------|
| <i>Non-Converted Flag</i> | MONTHS USED INCLUDES NON-CONVERTED DATA "Y" | The time clock data for this individual is not coming directly from the county/consortium system. Instead, the information is a combination of data contained in SIS and data being derived daily from MEDS. | |
| <i>Dates are</i> | TIME CLOCK START MONTH | The month and year the individual's time clock initialized. | |

| If | Screen Field | Tips | Action |
|------------------------------------|-------------------------|--|--|
| <i>displayed</i> | TIME CLOCK END MONTH | This field will be blank until the individual has reached the designated maximum for the specified time clock. | The WDTIP system provides a report file that identifies those individuals approaching or exceeding time clock maximums. See the <i>Approaching Time Limits</i> or <i>Exceeding Time Limits</i> report files. |
| <i>Totals are displayed</i> | MONTHS USED | A cumulative total of the number of months counted on the specified time clock. Does not include extender months. | Visit the TANF 60-, CalWORKs 60- and the WTW 18/24-Month Calendar Screens (TCAL, KCAL, and WCAL) for more information. |
| | NON-CAL MONTHS* | Months of Non-California cash program participation information included in the time clock calculation(s). | |
| <i>Extension flag is displayed</i> | EXTENSION “Y” | A “Y” flag indicates the county has extended the individual’s 18-month WTW time clock. | |
| <i>Totals are displayed</i> | EXTENSION MONTHS | A numeric figure between one and six months. Displayed as a fraction. Will be blank until the county makes a decision to extend. | |
| | EXCEPTION MONTHS | Total number of exception months an individual has, including extender. | |
| | REPAY MONTHS | Total number of repay months an individual has. | |
| <i>Information is displayed</i> | LAST CALCULATED DATE | <p>This date identifies the last date time clocks were calculated for the selected individual.</p> <p>It is recommended that the user check this date to validate that information sent to WDTIP has been included in the total of the months displayed.</p> <p>Furthermore, it is recommended that the user check the Last Calculated Date one day after changes are made to the WDTIP update screens as time clocks are not updated in the WDTIP system immediately. Time clock information is processed in the nightly batch process.</p> | |

Diversion Summary (DSUM) Screen

The Diversion Summary (DSUM) Screen displays diversion information for the selective individual including the diversion aid code, a brief description of the aid code, the diversion period start month, the diversion period end month and the county number corresponding to the county issuing the diversion payment.

Information displayed in the header section of the DSUM screen is based on the individual selected on the ISUM screen.

| | | | | | |
|--|-----------|-------------------------|--------------|-------------|---------------|
| DSUM | | TRAC INFORMATION SYSTEM | | 09/15/2000 | |
| | | DIVERSION SUMMARY | | | |
| LAST | : SMYTHE | SUFY : | | CIN | : 790008580G |
| FIRST | : SAMMUEL | DOB | : 01/01/1960 | SSN | : 123-45-6789 |
| MIDDLE | : | SEX | : M | ALIEN# | : |
| SEL | AID CODE | DESCRIPTION | START MONTH | END MONTH | COUNTY # |
| - | 3J | CalWORKs-ALL FAMILIES | 10/1999 | 12/1999 | 19 |
| SELECT ONE AND PRESS ENTER | | | | | |
| | | | | PAGE: 01/01 | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | | | |

DSUM Screen and Field Dictionary

Title: Diversion Summary
 Screen ID: DSUM
 Definition: Displays diversion information for the selected individual.

| Field | Definition |
|--------------|--|
| SEL | Record selector |
| AID CODE | Identifies the aid code |
| DESCRIPTION | Provides a description of the type of diversion the selected individual is receiving |
| START MONTH | Identifies the start month of the diversion period |
| END MONTH | Identifies the end month of the diversion period |
| COUNTY # | Identifies the county issuing the diversion payment |

DSUM Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|--|---------------------|--|---|
| <i>A diversion record is displayed</i> | SEL | More detailed information about the diversion instance is available. | Place the cursor next to a specific diversion record and press the [Enter] key to be forwarded to the Diversion Detail Screen (DDET). |
| <i>Dates are displayed</i> | START MONTH | The diversion start month is a “through” not “to” month. The diversion period is represented by the value of the diversion payment divided by the Maximum Aid Paid (MAP) for the apparently eligible assistance unit at the time of the initial application. | |
| | END MONTH | This month represents a “through” month, not a “to” month. The diversion period is represented by the value of the diversion payment divided by the Maximum Aid Paid (MAP) for the apparently eligible assistance unit at the time of the initial application. | |

Diversion Detail (DDET) Screen

The Diversion Detail (DDET) Screen displays detailed information about the diversion instance selected on the DSUM. The information displayed on this screen includes all information necessary to calculate the impact of the diversion instance on the TANF and CalWORKs 60-month time clocks.

Information displayed in the header section of the DDET screen is based on the individual selected on the ISUM screen.

| | | | | | |
|--|---------|-----------------------------------|------------|------------|--------------|
| DDET | | TRAC INFORMATION SYSTEM | | 09/15/2000 | |
| DIVERSION DETAIL | | | | | |
| LAST : | SMYTHE | SUFx : | | CIN : | 90008580G |
| FIRST : | SAMMUEL | DOB : | 01/01/1960 | SSN : | 5123-45/6789 |
| MIDDLE : | | SEX : | M | ALIEN# : | |
| DIVERSION AID CODE | | : 3J | | | |
| DESCRIPTION | | : Diversion-CalWORKs-All Families | | | |
| DIVERSION PAYMENT DATE | | : 10/01/1999 | | | |
| DIVERSION AMOUNT | | : 3,000.00 | | | |
| DIVERSION FED ASSIST | | : N | | | |
| DIVERSION PERIOD START MONTH | | : 10/1999 | | | |
| DIVERSION PERIOD END MONTH | | : 12/1999 | | | |
| DIVERSION CONDITION | | : D | | | |
| DIVERSION TANF MONTHS | | : 00 | | | |
| DIVERSION CALWORKS MONTHS | | : 01 | | | |
| EXCEPTIONS | | : N | | | |
| COUNTY # | | : 19 | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC | | | | | |

DDET Screen and Field Dictionary Title:

Title: Diversion Detail

Screen ID: DDET

Definition: Displays detailed information regarding a specific diversion payment for the selected individual.

| Field | Definition |
|------------------------|--|
| DIVERSION AID CODE | Identifies the aid code |
| DESCRIPTION | Provides a brief description of the type of diversion the selected individual is receiving |
| DIVERSION PAYMENT DATE | Identifies the date the diversion payment was made |
| DIVERSION AMOUNT | Identifies the dollar amount for the diversion payment |
| DIVERSION FED ASSIST | A Yes/No flag indicating whether or not the diversion payment meets the definition of TANF assistance. If you indicate "Y," the month will be counted on the TANF 60-month time clock. |

| Field | Definition |
|------------------------------|--|
| DIVERSION PERIOD START MONTH | Identifies the start month of the diversion period |
| DIVERSION PERIOD END MONTH | Identifies the end month of the diversion period |
| DIVERSION CONDITION | Indicates the status of the diversion payment: “D” = initial, “A” = Apply and “R” = Repay |
| DIVERSION TANF MONTHS | Indicates the number of months added to the TANF time clock as a result of the diversion payment |
| DIVERSION CalWORKs MONTHS | Indicates the number of months added to the CalWORKs time clock as a result of the diversion payment |
| EXCEPTIONS | Indicates if the selected individual received an exception. The field is flagged “Y” or “N” |
| COUNTY # | Identifies the county number for the county issuing the diversion payment |

DDET Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|--------------------------|------------------------------|--|---|
| <i>Date is displayed</i> | DIVERSION PAYMENT DATE | The month of the diversion payment is counted towards the CalWORKs 60-month or TANF-60 time clock if the diversion condition = D. | |
| <i>Date is displayed</i> | DIVERSION PERIOD START MONTH | The diversion period is represented by the value of the diversion payment divided by the Maximum Aid Paid (MAP) for the apparently eligible assistance unit at the time of the initial application. Months of the Diversion Period are counted toward the CalWORKs-60 Month time clock if the condition = A. | |
| <i>Code is displayed</i> | DIVERSION CONDITION | “D” | Visit the TANF 60-Month Calendar and CalWORKs 60-Month Calendar Screens (TCAL and KCAL) for more information. |
| | | “A” | |

| If | Screen Field | Tips | | Action |
|--------------------------|---------------------|-------------|--|--|
| | | "R" | Indicates the individual has reapplied for CalWORKs within the diversion period, and has elected to repay the diversion payment. No months of the diversion period would then count toward the TANF or CalWORKs time clock. | |
| <i>Flag is displayed</i> | EXCEPTIONS | "Y" | Indicates the individual has met applicable TANF or CalWORKs exception criteria. | Visit the Time Clock Exception Summary and Time Clock Exception Detail Screens (ESUM and EDET) for more information. |

The Time Clock Exception Summary (ESUM) Screen displays a summary of all exceptions for an individual. This screen details the reason code for the exception, a description of the reason, the start and end months of the exception and the county sending the exception information to the WDTIP system.

```

ESUM                                TRAC INFORMATION SYSTEM
10/22/2001

                                TIME CLOCK EXCEPTION SUMMARY

LAST      : SMYTHE                SUFX :                CIN      : 90008580G
FIRST     : SAMMUEL              DOB  : 01/01/1960    SSN      : 123-45-6789  MIDDLE
:                                                SEX      : M                ALIEN# :

SEL REASON DESCRIPTION              CTY-AID-SER-FBU-PRSN  START      END
_    302    Disabled                19-30-9999999-9-99  03/1998  04/1998

                                SELECT ONE AND PRESS ENTER                                PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS
F12=TRAC

```

| | |
|-------------|---|
| Title: | Time Cbck Exception Summary |
| Screen ID: | ESUM |
| Definition: | Displays a summary of an individual's time clock exception information. |

| Field | Definition |
|----------------------|--|
| SEL | Record selector |
| REASON | Indicates the exception reason code |
| DESCRIPTION | Provides the description of the reason for the specific exception |
| CTY-AID-SER-FBU-PRSN | Indicates the County ID (County #, Aid Code, Case Serial Number, Family Budget Unit and Person #) of the county that sent the exception information to |

| Field | Definition |
|--------------|--|
| | the WDTIP system |
| START | Indicates the month the exception initialized |
| END | Indicates the month the individual no longer met exception criteria. |

ESUM Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|---|---------------------|---|--|
| | SEL | Place the cursor next to a specific exception instance. | Visit the Time Clock Exception Detail Screen (EDET), by pressing [Enter] to access more information. |
| <i>Information is displayed</i> | DESCRIPTION | This field provides a brief description of the reason for the individual's exception. | |
| <i>Exception Added, Modified or Deleted</i> | FUNCTION KEYS | The F5 Key will transfer the screen to Update Program Exception (UPEX). | Press the F5 key at the bottom of the screen and press enter to be forwarded to the Update Program Exception (UPEX) . Select F7 to Add A Record , F8 to Modify Record, or F9 to Delete an Exception. |

Time Clock Exception Detail (EDET) Screen

The Time Clock Exception Detail (EDET) Screen displays detailed information about the selected individual's exception including the exception type, description, reason code, exception start and end months, the individual's current status in the CalWORKs program, and the impact of this exception on the three time clocks.

Information displayed in the header section of the EDET screen is based on the individual selected on the ISUM screen.

| | | | |
|--|-------------------------|-------------------|------------|
| EDET | TRAC INFORMATION SYSTEM | | 09/15/2000 |
| TIME CLOCK EXCEPTION DETAIL | | | |
| LAST : SMYTHE | SUFFIX : | CIN : 90008580G | |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : 123-45-6789 | |
| MIDDLE : | SEX : M | ALIEN# : | |
| | | | |
| EXCEPTION TYPE | : | 03 | |
| DESCRIPTION | : | Disabled | |
| EXCEPTION REASON | : | 302 | |
| EXCEPTION START MONTH | : | 03/1998 | |
| EXCEPTION END MONTH | : | 04/1998 | |
| CALWORKS PROGRAM STATUS | : | INACTIVE | |
| TANF 60-CLOCK AFFECTED | : | N | |
| CALWORKS 60-CLOCK AFFECTED | : | Y | |
| WTW 18/24-CLOCK AFFECTED | : | N | |
| COUNTY # | : | 01 | |
| | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC | | | |

EDET Screen and Field Dictionary

Title: Time Clock Exception Detail

Screen ID: EDET

Definition: Displays the selected individual's detailed time clock exception information.

| Field | Definition |
|-----------------------|---|
| EXCEPTION TYPE | Indicates the type of exception |
| DESCRIPTION | Provides a brief description of the specific exception |
| EXCEPTION REASON | Identifies the exception reason code |
| EXCEPTION START MONTH | Identifies the start month of the exception |
| EXCEPTION END MONTH | Identifies the month in which the individual no longer meets exception criteria |
| CalWORKs | Indicates the individual's current status in the CalWORKs program. Valid |

| Field | Definition |
|----------------------------|---|
| PROGRAM STATUS | values are “Active” or “Inactive” |
| TANF 60-CLOCK AFFECTED | Indicates whether the TANF 60-month time clock was stopped. Field is flagged “Y” or “N” |
| CalWORKs 60-CLOCK AFFECTED | Indicates whether the CalWORKs 60-month time clock was stopped. Field is flagged “Y” or “N” |
| WTW 18/24 CLOCK AFFECTED | Indicates whether the WTW 18/24-month time clock was stopped. Field is flagged “Y” or “N” |
| COUNTY # | Identifies the county that sent the exception record to the WDTIP system |

EDET How-To's and Tips

| If | Screen Field | Tips | Action |
|---|---|---|--|
| <i>Exception Type Code is displayed</i> | EXCEPTION TYPE 01 = Penalty 02 = Sanction 03 = Exemption 04 = Good Cause 05 = Excluded Person 06 = Extender 07 = Repay | Exceptions are divided into seven categories and have different impacts on time clock calculations. | Visit the TANF 60-, the CalWORKs 60-, and the WTW 18/24-Month Calendar Screens (TCAL, KCAL and WCAL) for more information. |
| <i>Information is displayed</i> | CalWORKs PROGRAM STATUS ACTIVE INACTIVE | This program status corresponds with the county number listed on the screen. | |

WSUM Screen and Field Dictionary

Title: Welfare To Work Summary
Screen ID: WSUM
Definition: Displays an individual's Welfare To Work Plan Sign/Refusal Dates.

| Field | Definition |
|----------------------|--|
| CNTY # | Identifies the county number for the county sending the Welfare to Work Plan Sign Date. |
| WORKPLAN SIGN/REF DT | Indicates the date the individual signed or refused to sign the Welfare to Work Plan. |
| 18/24 MONTH IND | Indicates if the individual has an 18-month or 24 month time clock. |
| EXTENSION MTHS | Indicates the total number of extension months granted (by the county) to the selected individual. |
| RECEIVED DT | Indicates the date the Welfare To Work Plan Sign Date was received by WDTIP. |

WSUM Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|--------------------------|----------------------|---|---|
| <i>Date is displayed</i> | WORKPLAN SIGN/REF DT | The first date listed is used to initiate the Welfare to Work time clock. | Visit WTW 18/24-Month Calendar Screen (WCAL for more information. |
| <i>Date is displayed</i> | RECEIVED DT | This is the date the record was received by WDTIP. This date is used to sort the records on the screen. | Informational |

TANF 60-Month Calendar (TCAL) Screen

The TANF 60-Month Calendar (TCAL) Screen displays the total number of TANF 60-months used for the selected individual. The calendar in the bottom portion of the screen displays a letter for each month indicating whether or not that month was included in the total computation.

“Y” is used to indicate that this month counted on the TANF 60-month calendar. “N” is used to indicate that this month did not count on the TANF 60-month calendar. “E” is used to indicate that this month was exempt and did not impact the TANF 60-month calendar. A “--” is used to indicate that no cash program participation information was received for this month (the selected individual was not on aid during this month). “R” is used to indicate that the month does not count on the TANF 60-month calendar because the individual repaid an overpayment of aid.

Information displayed in the header section of the TCAL screen is based on the individual selected on the ISUM screen.

| | | |
|--|---|-------------------|
| TCAL | TRAC INFORMATION SYSTEM | 09/15/2000 |
| | TANF 60-MONTH CALENDAR | |
| LAST : SMYTHE | SUFFIX : | CIN : 90008580G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : |
| TANF 60-MONTHS USED INCLUDES NON-CONVERTED DATA : N | | |
| TANF 60-MONTH TIME CLOCK START MONTH : 03/1998 | | |
| TANF 60-MONTH TIME CLOCK END MONTH : | | |
| TANF 60-MONTHS USED : 14 | | |
| NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 02 | | |
| EXCEPTION MONTHS : | | |
| REPAY MONTHS : 01 | | |
| | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC | |
| 1999 | Y Y Y R Y Y - - - - - | |
| 1998 | - - Y Y Y E Y N Y Y - - | |
| 1997 | - - - - - - - - - Y Y | |
| 1996 | - - - - - - - - - - - | |
| PAGE: 01/01 | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | |

TCAL Screen and Field Dictionary

Title: TANF 60-Month Calendar

Screen ID: TCAL

Definition: Displays an individual's TANF months. The WDTIP system provides TANF data from August 1996.

| Field | Definition |
|--|---|
| TANF 60-MONTH USED INCLUDES NON-CONVERTED DATA | Indicates whether the computation of months used includes cash program participation information from a county or counties that have not converted to the WDTIP system. Field is flagged “Y” or “N” |
| TANF 60-MONTH TIME | Indicates the month and year in which the individual's TANF time |

| Field | Definition |
|--|--|
| CLOCK START MONTH | clock was initialized |
| TANF 60-MONTH TIME CLOCK END MONTH | Indicates the month and year the individual reached the TANF time clock maximum |
| TANF 60-MONTHS USED | Indicates individual's cumulative number of months counted on the TANF time clock |
| NON-CAL MONTHS (INCLUDED IN MONTHS USED) | Indicates an individual's cumulative number of non-California cash program participation month(s) included in the TANF time clock calculation(s) |
| EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the TANF time clock |
| REPAY MONTHS | Indicates an individual's cumulative number of months excepted from the TANF time clock because the individual repaid an overpayment of aid. |
| CALENDAR | A calendar displaying the months and years covered by the selected individual's TANF time clock. Field is flagged "Y", "N", "E", "R" or "-" |

TCAL How-To's and Tips

| If | Screen Field | Tips | Action |
|---------------------------|--|---|---|
| <i>Flag is displayed</i> | TANF 60-MONTHS USED INCLUDES NON-CONVERTED DATA "Y" | Indicates whether the computation of TANF 60-months used includes cash program participation information from a county or counties that have not converted to the WDTIP system. Field is flagged "Y" or "N" | |
| <i>Date is displayed</i> | TANF START MONTH | Displays the start month when the selected individual's TANF 60-month time clock initialized to count. | |
| | TANF 60-MONTH TIME CLOCK END MONTH | This field will be blank until the individual has reached the TANF 60-month time limit. | Visit the Program Summary Screen (PSUM) for more information. |
| <i>Total is displayed</i> | TANF MONTH USED | Displays the total TANF 60-months used by the selected individual. | |
| | NON-CAL MONTHS | Displays the total non-California TANF 60-months used by the selected individual. | |

| If | Screen Field | Tips | Action |
|--------------------------|---------------------|---|---|
| | EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the TANF time clock. | Visit the Time Clock Exception Summary and Time Clock Exception Detail Screens (ESUM and EDET) for more information. |
| | REPAY MONTHS | Indicates that the month does not count on the TANF time clock because the individual repaid an overpayment of aid. | |
| <i>Code is displayed</i> | CALENDAR | "Y" | Indicates the month counted on the TANF time clock. |
| | | "E" | Indicates the month was excepted from the TANF time clock. |
| | | "_" | Indicates no cash program participation information was received for the month (the individual was not on aid during that month). |
| | | "N" | Indicates the month did not count on the TANF calendar. |
| | | "R" | Indicates that the month does not count on the TANF time clock because the individual repaid an overpayment of aid. |

CalWORKs 60-Month Calendar (KCAL) Screen

The CalWORKs 60-Month Calendar (KCAL) Screen displays the total number of CalWORKs months used for the selected individual. A single character is displayed for each month, indicating whether that month is included in the total computation.

“Y” is used to indicate that this month counted on the CalWORKs 60-month calendar. “N” is used to indicate that this month did not count on the CalWORKs 60-month calendar. “E” is used to indicate that this month was an exception and did not impact the CalWORKs 60-month time clock. “2” indicates the individual received a CalWORKs payment and opted to apply a Diversion period for those months. A “--” is used to indicate that no cash program participation information was received for this month (the selected individual was not on aid during this month). “X” is used to indicate that the individual’s cash program participation has been extended beyond month 60. “R” is used to indicate that the month does not count on the CalWORKs 60-month calendar because the individual repaid an overpayment of aid.

Information displayed in the header section of the KCAL screen is based on the individual selected on the ISUM screen.

| | | | | | | | | | | | | |
|--|-----------|----------------------------|--------------|-----------|---------------|-----|-----|-----|-----|-----|-----|-----|
| KCAL | | TRAC INFORMATION SYSTEM | | 2/23/2003 | | | | | | | | |
| | | CALWORKS 60-MONTH CALENDAR | | | | | | | | | | |
| LAST | : SMYTHE | SUFx | : | CIN | : 90008580G | | | | | | | |
| FIRST | : SAMMUEL | DOB | : 01/01/1941 | SSN | : 123-45-6789 | | | | | | | |
| MIDDLE | : | SEX | : M | ALIEN# | : | | | | | | | |
| CALWORKS 60-MONTHS USED INCLUDES NON-CONVERTED DATA: N | | | | | | | | | | | | |
| CALWORKS 60-MONTH TIME CLOCK START MONTH : 11/1997 | | | | | | | | | | | | |
| CALWORKS 60-MONTH TIME CLOCK END MONTH : 10/2002 | | | | | | | | | | | | |
| CALWORKS 60-MONTHS USED : 61 | | | | | | | | | | | | |
| NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 00 | | | | | | | | | | | | |
| EXCEPTION MONTHS (EXCLUDES EXTENDERS) : 02 | | | | | | | | | | | | |
| EXTENDER MONTHS (INCLUDED IN MONTHS USED): 01 | | | | | | | | | | | | |
| REPAY MONTHS : 01 | | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| 2003 | Y | X | - | - | - | - | - | - | - | - | - | - |
| 2002 | Y | Y | R | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 2001 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 2000 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 1999 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 1998 | Y | Y | Y | Y | E | E | Y | Y | Y | Y | Y | Y |
| 1997 | - | - | - | - | - | - | - | - | - | - | Y | Y |
| PAGE: 01/01 | | | | | | | | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | | | | | | | | | | |

KCAL Screen and Field Dictionary

Title: CalWORKs 60-Month Calendar
Screen ID: KCAL
Definition: Displays CalWORKs months used for the selected individual. The WDTIP system provides CalWORKs data from January 1997.

| Field | Definition |
|---|---|
| CalWORKs 60-MONTHS USED INCLUDES NON-CONVERTED DATA | Indicates whether the computation of CalWORKs months used includes cash program participation information from a county or counties that have not converted to the WDTIP system. Field is flagged "Y" or "N." |
| CalWORKs 60-MONTH TIME CLOCK START MONTH | Indicates the month and year the individual's CalWORKs time clock initialized. |
| CalWORKs 60-MONTH TIME CLOCK END MONTH | Indicates the month and year when the individual reached the CalWORKs time clock maximum. |
| CalWORKs 60-MONTHS USED | Indicates the selected individual's cumulative number of months counted on the CalWORKs time clock. |
| NON-CAL MONTHS (INCLUDED IN MONTHS USED) | Indicates the selected individual's cumulative number of non-California cash program participation month(s) included in the CalWORKs time clock calculation(s). |
| EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the CalWORKs time clock. |
| EXTENDER MONTHS | Indicates an individual's cash program participation was extended beyond month 60. |
| REPAY MONTHS | Indicates that the month does not count on the CalWORKs 60-month calendar because the individual repaid an overpayment of aid. |
| CALENDAR | A calendar displaying the months and years covered by the selected individual's CalWORKs time clock. |

KCAL Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|--------------------------|--|---|---------------|
| <i>Flag is displayed</i> | CalWORKs 60-MONTH USED INCLUDES NON-CONVERTED DATA "Y" | Indicates whether the computation of CalWORKs 60-months used includes cash program participation information from a county or counties that have not converted to the WDTIP system. Field is flagged "Y" or "N" | |

| If | Screen Field | Tips | Action |
|--------------------------------------|--|---|---|
| <i>Date is displayed</i> | CalWORKs 60-MONTH TIME CLOCK START MONTH | Displays the CalWORKs start month for the selected individual. | Visit the Program Summary, Time Clock Exception/ Extension Summary and Time Clock Summary Screens (PSUM, TSUM and ESUM) for more information. |
| | CalWORKs 60-MONTH TIME CLOCK END MONTH | This field will be blank until the individual has reached the CalWORKs 60-month time limit. | |
| <i>Total is displayed</i> | CalWORKs 60-MONTHS USED | This field displays the total number of CalWORKs months used. | |
| | NON-CAL MONTHS* | This field displays the total number of non-California cash program participation months used. | |
| | EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the CalWORKs time clock | |
| | EXTENDER MONTHS | Indicates individual's cash program participation was extended beyond month 60. | |
| | REPAY MONTHS | Indicates that the month does not count on the CalWORKs 60-month time clock because the individual repaid an over payment of aid. | |
| <i>Code is displayed</i> CALENDAR | "Y" | Indicates the month counted on the CalWORKs time clock. | |
| | "E" | Indicates the month was excepted from the CalWORKs time clock. | |
| | "_ " | Indicates no cash program participation information was received for the month (the individual was not on aid during that month). | |

| If | Screen Field | Tips | Action |
|-----------|---------------------|--|---------------|
| | "N" | Indicates the month did not count on the CalWORKs calendar. | |
| | "2" | Indicates the month will count 2 clicks on the CalWORKs clock. | |
| | "X" | Indicates cash program participation was extended beyond month 60. | |
| | "R" | Indicates that the month does not count on the CalWORKs 60-month calendar because the individual repaid an overpayment of aid. | |

WTW 18/24-Month Calendar (WCAL) Screen

The WTW 18/24-Month Calendar (WCAL) Screen is the final inquiry screen and displays the total number of Welfare to Work months used for the selected individual. A single character is displayed for each month, indicating whether that month is included in the total computation.

“Y” is used to indicate that this month counted on the WTW 18/24-month calendar. “N” is used to indicate that this month did not count on the WTW 18/24-month calendar. “E” is used to indicate that this month was an exception and did not impact the WTW 18/24-month calendar. A “--” is used to indicate that no cash program participation information was received for this month (the selected individual was not on aid during this month).

Information displayed in the header section of the WCAL screen is based on the individual selected on the ISUM screen.

| | | |
|--|---|-------------------|
| WCAL | TRAC INFORMATION SYSTEM | 09/15/2000 |
| | WTW 18/24-MONTH CALENDAR | |
| LAST : SMYTHE | SUFFIX : | CIN : 90008580G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : |
| WORKPLAN SIGN/REFUSAL DATE | : | 02/16/1999 |
| COUNTY OF RECORD | : | 01 |
| WTW 18/24-MONTH TIME CLOCK START MONTH | : | 03/1999 |
| WTW 18/24-MONTH TIME CLOCK END MONTH | : | |
| WTW 18/24-MONTHS USED | : | 05/18 |
| EXCEPTION MONTHS | : | |
| EXTENSION MONTHS | : | |
| | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC | |
| 1999 | - - Y Y Y Y - - - - - - | |
| | | PAGE 01/01 |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | |

WCAL Screen and Field Dictionary

Title: WTW 18/24-Month Calendar
Screen ID: WCAL
Definition: Displays WTW 18/24-months used for the selected individual. The WDTIP system provides Welfare to Work data from January 1998.

| Field | Definition |
|--|---|
| WORKPLAN SIGN/REFUSAL DATE | Indicates the date the individual signed or refused to sign the Welfare to Work Plan. |
| COUNTY OF RECORD | Indicates the county with ownership of the WTW Plan sign or refusal to sign date record. |
| WTW 18/24-MONTH TIME CLOCK START MONTH | Indicates the month and year the individual's WTW time clock initialized |
| WTW 18/24-MONTH TIME CLOCK END MONTH | Indicates the month and year the individual reached the WTW time clock maximum |
| WTW 18/24-MONTHS USED | Indicates the selected individual's cumulative total number of months counted toward the WTW time clock |
| EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the WTW 18/24-month time clock |
| EXTENSION MONTHS | Indicates the total number of extension months granted (by the county) to the selected individual |
| CALENDAR | A calendar displaying the months and years covered by the individual's WTW time clock |

WCAL Screen How-To's and Tips

| If | Screen Field | Tips | Action |
|---------------------------|--|--|--|
| <i>Date is displayed</i> | WORKPLAN SIGN/REFUSAL DATE | This date initializes the WTW 18/24-month time clock. | Informational |
| <i>Date is displayed</i> | WTW 18/24-MONTH TIME CLOCK START MONTH | This field will display the first of the month following the WorkPlan Sign/Refusal Date. | Informational |
| <i>Date is displayed</i> | WTW 18/24 MONTH TIME CLOCK END MONTH | This field is blank until the individual has reached the WTW 18/24-month time limit. | Informational |
| <i>Total is displayed</i> | WTW 18/24MONTHS USED | The total is displayed as a fraction: the total number of months used/ the number of months initially available. | Visit the Time Clock Exception/ Extension Summary and Time Clock Exception/ Extension Detail Screens (ESUM and EDET) for more information. |
| | EXCEPTION MONTHS | Indicates an individual's cumulative number of months excepted from the WTW time clock. | |
| | EXTENTION MONTHS | This will be a number between zero and six. | |
| <i>Code is displayed</i> | CALENDAR | "Y" | "Y" indicates that the month is counted on the WTW 18/24-month time clock. |

| If | Screen Field | Tips | | Action |
|--------------------------|---------------------|-------------|---|---------------|
| <i>Code is displayed</i> | CALENDAR | “E” | “E” indicates that the month is excepted from the WTW 18/24-month time clock and does not affect the WTW months used. | |
| <i>Code is displayed</i> | CALENDAR | “--” | This character is displayed for each month indicating no cash program participation information was received for that month (the individual was not on aid in the month). | |
| | | “N” | Indicates the month did not count towards the WTW 18/24-month calendar. | |

WDTIP Update Screens

There are seven WDTIP online update screens. The Non-California Participation Update (UNCP), Diversion Update (UDIV), Child Support Reimbursement Update (UCSR) and, Supportive Services Only Update (USSO), give counties a means to provide mandatory time clock data when it is not captured in their current eligibility systems. The AIND allows the addition of participants not entered previously. The UPRG allows updates, additions and deletions of program participation and the UPEX allows updates, additions and deletions of Exceptions. The update screens allow counties to enter updates to WDTIP, based on the county user's MEDS security profiles. Users with MEDS Update access will have update capabilities and those with MEDS Inquiry access will have inquiry capabilities only.

The following pages provide step-by-step instructions for using the update screens, details of screen design and functionality and tips for the user.

Design

The UNCP, UDIV, UCSR and USSO screens allow users with “update access” to perform online entry and update transactions (only if their county system cannot send updates to WDTIP using the batch process). The screens are divided into an upper and lower portion. The upper portion of the screen displays any history for the selected individual. The upper portion is used to modify or delete existing records for an individual. The bottom portion of the screen is used to add new records, as needed, for an individual.

The UPRG, UPEX and AIND screens display a single record at a time. Users with “update access” to WDTIP can Add, Modify and Delete records on these screens. To access the UPRG and UPEX Screen, a user must first choose a record from the PSUM and ESUM Screens. To access the AIND screen the user must first enter a search in IINQ. The user may either be transferred to the ISUM screen or may get the message ‘NO MATCH FOUND FOR CRITERIA ENTERED.’ In all cases to go to the UPRG, UPEX and AIND screens from PSUM, ESUM and IINQ/ISUM the user must press the PF5 Key.

Access

If a user has “update” access in MEDS, then the user has “update” access in WDTIP. Authorized users of the update screens may only update data owned by their respective county. When a record is requested for update, the requester's County ID is compared to the last updated user's County ID in the WDTIP database. If a match is found, the user can proceed with the update. If a match is not found, the user is unable to modify the update screen.

If a user has “inquiry only” access in MEDS, they have “inquiry only” access in the WDTIP system, to the update screens. Users with “inquiry only” access can view the information displayed on the update screens, but cannot create, modify or delete data on the screens.

Each county is authorized for specific update transactions. A county may have update access to any, all, or none of the update screens, depending on what information the county is able to send

from their eligibility system in the batch process. Details on update screen security are contained in Section VI of this document.

WDTIP Update Screen Access How-To's

If an update is made to one of the update screens, the user will not see a change in the display of time clock information until the following day (the day after the data was created, modified or deleted). The WDTIP system displays the time clock changes after the nightly batch file is run. It is important to note that modifications and deletions can only be implemented by the county that "owns" the record.

| <i>If</i> | <i>Screen Field</i> | <i>Action</i> |
|---------------------------|----------------------------|--|
| <i>Modifying a Record</i> | SEL | <p>If modifying a record in UPRG or UPEX select the F8 key. For the other update screens enter an "M" in the SEL field, adjacent to the record being modified and press [Enter]. This "opens" the updateable fields and allows the user to edit the record.</p> <p>Change the information and press [Enter] again. A warning message will be displayed asking for confirmation of the modification. Type "Y" and the information will be sent to the WDTIP database and displayed, immediately, in the upper portion of the screen.</p> |
| <i>Deleting a record</i> | SEL | <p>If deleting a record in UPRG or UPEX select the F9 key. For the other update screens enter a "D" in the SEL field, adjacent to the record being deleted and press [Enter]. This "opens" the field and allows the user to delete the selected record.</p> <p>A warning message will be displayed asking for confirmation of the deletion. Type "Y" and the information is immediately deleted from the WDTIP database and the screen.</p> |
| <i>Adding a Record</i> | SEL | <p>If adding a record in UPRG or UPEX select the F7 key. For the other update screens enter an "A" in the SEL field, at the bottom of the screen, and press [Enter]. Enter all mandatory information and press [Enter].</p> <p>A warning message will be displayed asking for confirmation of the addition. Type "Y" and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> <p><i>Note: A new record can be added at any time, but an error message will be generated if the new record overlaps (chronologically) with an existing record.</i></p> |

Non-California Participation Update (UNCP) Screen

The Non-California Participation Update (UNCP) Screen allows online inquiry and updates to non-California cash program participation information and to Tribal TANF Providers in California and other states for an individual. The screen displays the county number, the state or Tribal TANF code where aid was received and the period of time the selected individual received assistance. Please refer to the External Developer's Guide, Appendix 1 – TRAC Reference Codes document for a list of current State or Tribal TANF Provider Codes for California and other states and their effective dates.

Information displayed in the header section of the UNCP screen is based on the individual selected on the ISUM screen.

| | | | | | |
|--|-----------|-------------------------|--------------|------------|---------------|
| UNCP | | TRAC INFORMATION SYSTEM | | 09/15/2000 | |
| NON-CAL PARTICIPATION UPDATE | | | | | |
| LAST | : SMYTHE | SUF | : | CIN | : 90008580G |
| FIRST | : SAMMUEL | DOB | : 01/01/1960 | SSN | : 123-45-6789 |
| MIDDLE | : | SEX | : M | ALIEN# | : |
| SELECT A RECORD TO MODIFY OR DELETE (M/D): | | | | | |
| SEL | COUNTY # | STATE | START MONTH | END MONTH | |
| — | 01 | WY | 09/1997 | 09/1997 | |
| — | 01 | 12 | 11/1997 | 12/1997 | |
| ***** | | | | | |
| ADD A NEW RECORD (A): | | | | | |
| SEL | STATE | START MONTH | END MONTH | | |
| — | — | — / — | — / — | | |
| PAGE: 01/02 | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | | | |

UNCP Screen and Field Dictionary

Title: Non-California Participation Update
 Screen ID: UNCP
 Definition: Displays non-California cash program participation information for the selected individual. The WDTIP system can accept non-California cash program participation information from August 1996 and includes Tribal TANF Providers in California and other states.

| Field | Definition |
|--------------|--|
| SEL | Record selector |
| COUNTY # | Indicates by county number, the record "owner" |

| Field | Definition |
|--------------|---|
| STATE | Indicates the state or Tribal TANF Provider where the selected individual received assistance |
| START MONTH | Indicates the month and year the non-California cash program participation was initialized |
| END MONTH | Indicates the month and year the non-California cash program participation ended |

UNCP Screen How-To's and Tips

| If | Screen Field | Mandatory | Action |
|---------------------------|---------------------|------------------|--|
| <i>Modifying a record</i> | SEL | Y | <p>Enter an "M" in the SEL field, adjacent to the record being modified. Press [Enter] to "open" the field and edit the information. After making modifications, press [Enter] again.</p> <p>A warning message is displayed asking for confirmation of the modification. Type "Y" and the information is immediately sent to the WDTIP database and displayed on the upper portion of the screen.</p> |
| <i>Deleting a record</i> | SEL | Y | <p>Enter a "D" in the SEL field adjacent to the record you are deleting. Press [Enter] to "open" the field and delete the information.</p> <p>A warning message is displayed asking for confirmation of the deletion. Type "Y" and the information is immediately deleted from the WDTIP database and the screen.</p> |
| <i>Adding a record</i> | SEL | Y | <p>Enter an "A" in the SEL field at the bottom of the screen, and press [Enter].. Enter all mandatory information and press [Enter].</p> <p>A warning message is displayed asking for confirmation of the addition. Type "Y" and the information is immediately sent to the WDTIP database and displayed on the upper portion of the screen. <i>Note: A new record can be added at any time, but an error message will be generated if the new record overlaps (chronologically) with an existing record for the same county.</i></p> |
| | COUNTY # | Y | This is system-generated, based on the MEDS sign on of the user entering the information. |

Diversion Update (UDIV) Screen

The Diversion Update (UDIV) Screen allows online inquiry and updates of diversion payment information. The screen displays the county number, the aid code, the payment date and amount and the reason code for the diversion payment. In addition, the screen displays an indicator for whether the individual received a payment that meets the Federal definition of assistance, it displays the start and end months of the diversion period and the diversion condition.

Information displayed in the header section of the UDIV screen is based on the individual selected on the ISUM screen.

| | | | | | | | |
|--|-----------|-------------------------|--------------|-----------|-----|--------------|-------------------|
| UDIV | | TRAC INFORMATION SYSTEM | | | | 12/15/1999 | |
| | | DIVERSION UPDATE | | | | | |
| LAST | : SMYTHE | SUFFIX | : | CIN | : | 90008580G | |
| FIRST | : SAMMUEL | DOB | : | SSN | : | 123-45-6789 | |
| MIDDLE | : | SEX | : | ALIEN# | : | | |
| SELECT A RECORD TO MODIFY OR DELETE (M/D): | | | | | | | |
| SEL | CTY | AID | PAYMENT DATE | AMOUNT | RSN | FED ASSIST | START MONTH |
| | # | CD | | | | | END MONTH |
| | 19 | 3J | 10/01/1999 | 03,000.00 | 010 | N | 10/1999 12/1999 D |
| ***** | | | | | | | |
| ADD A NEW RECORD (A): | | | | | | | |
| SEL | CTY | AID | PAYMENT DATE | AMOUNT | FED | START ASSIST | END MONTH |
| | # | CD | | | | | COND MONTH |
| | - | - | __/__/____ | __,/____. | | __/____ | __/____ D |
| PAGE: 01/01 | | | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | | | | | |

UDIV Screen and Field Dictionary

Title: Diversion Update
 Screen ID: UDIV
 Definition: Displays diversion program and payment information for the selected individual.

| Field | Definition |
|--------------|---|
| SEL | Record selector |
| CTY # | Identifies the county issuing the diversion payment |
| AID CD | Identifies the aid code |
| PAYMENT DATE | Indicates diversion payment date |
| AMOUNT | Indicates the dollar amount of the diversion payment |
| FED ASSIST | A Yes/No flag indicating whether or not the diversion payment meets |

| Field | Definition |
|--------------|--|
| | the definition of TANF assistance. If you indicate “Y,” the month will be counted on the TANF 60-month time clock. |
| START MONTH | Indicates the start month of the diversion period |
| END MONTH | Indicates the end month of the diversion period |
| COND | Indicates the status (condition) of the diversion payment “D” = initial, “A” = apply and “R” = repay |

UDIV How-To's and Tips

| If | Screen Field | Mandatory | Action |
|---------------------------|---------------------|------------------|--|
| <i>Modifying a record</i> | SEL | Y | <p>Enter “M” in the SEL field, adjacent to the record being modified and press [Enter]. This “opens” the fields, allowing the user to edit the information. Make the modifications and press [Enter].</p> <p>A warning message is displayed asking for confirmation of the modification. Type “Y” and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> |
| <i>Deleting a record</i> | SEL | Y | <p>Enter “D” in the SEL field, adjacent to the record being deleted and press [Enter]. This “opens” the field, allowing the user to delete the information.</p> <p>A warning message is displayed asking for confirmation of the deletion. Type “Y” and the information is immediately deleted from the WDTIP database and the screen.</p> |
| <i>Adding a record</i> | SEL | Y | <p>Enter “A” in the SEL field, in the bottom portion of the screen, and press [Enter]. Then enter all of the mandatory information and press [Enter].</p> <p>A warning message is displayed asking for confirmation of the addition. Type “Y” and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> <p><i>Note: A new record can be added at any time, but an error message will be generated if the new record overlaps (chronologically) with an existing record for the same county.</i></p> |
| | COUNTY # | Y | This is system-generated, based on the MEDS Sign-on of the user entering the information. |
| | PAYMENT DATE | Y | This date is used in the calculation of the TANF 60-month time clock, if the condition = D. |

| If | Screen Field | Mandatory | Action |
|----------------------------|---------------------|------------------|---|
| | FED ASSIST "Y" | Y | Indicates that the diversion payment meets the definition of TANF assistance. The month will be counted on the TANF 60-month time clock. |
| | START MONTH | Y | The diversion period is the time period represented by the value of the diversion payment divided by the MAP for the apparently eligible assistance unit at the time of the initial application. |
| | END MONTH | Y | The end month is a result of the calculation described above. |
| <i>COND</i> (Condition) | "D" | Y | "D" identifies the diversion condition as an <i>initial</i> diversion payment. |
| | "A" | Y | "A" identifies the diversion condition that exists when an individual has reapplied for CalWORKs (within the diversion period) and has elected to have the months (in the diversion period) <i>applied</i> to (counted on) the CalWORKs 60-month time clock. |
| | "R" | Y | "R" identifies the diversion condition that exists when an individual has reapplied for CalWORKs, within the diversion period, and has elected to <i>repay</i> the diversion payment. No months will count on the clocks and any months, previously counted for the Diversion, will be removed. |

Child Support Reimbursement Update (UCSR) Screen

The Child Support Reimbursement Update (UCSR) Screen allows online inquiry and updates when the collection of child support fully reimburses the aid payment made in a specific month.

Information displayed in the header section of the UCSR screen is based on the individual selected on the ISUM screen.

| | | | |
|--|-------------------------|----------|-------------|
| UCSR | TRAC INFORMATION SYSTEM | | 12/15/1999 |
| CHILD SUPPORT REIMBURSEMENT UPDATE | | | |
| LAST : SMYTHE | SUFFIX : | CIN : | 90008580G |
| FIRST : SAMMUEL | DOB : 01/01/1960 | SSN : | 123-45-6789 |
| MIDDLE : | SEX : M | ALIEN# : | |
| SELECT A RECORD TO MODIFY OR DELETE (M/D): | | | |
| SEL COUNTY # EFFECTIVE MONTH | | | |
| - / | | | |
| ***** | | | |
| ADD A NEW RECORD (A): | | | |
| SEL EFFECTIVE MONTH | | | |
| - / | | | |
| | | | PAGE: 01/01 |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | |

UCSR Screen and Field Dictionary

Title: Child Support Reimbursement Update
 Screen ID: UCSR
 Definition: Displays information regarding the receipt child support payments when those payments fully reimburse the aid payment.

| Field | Definition |
|-----------------|---|
| SEL | Record selector |
| CTY # | Indicates the county number of the county issuing the child support payment |
| AID CD | Identifies the specific aid code |
| EFFECTIVE MONTH | The month when the amount of aid is reimbursed by child support collected |

UCSR How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory</i> | <i>Action</i> |
|---------------------------|---------------------|------------------|---|
| <i>Modifying a record</i> | SEL | Y | <p>Enter "M" in the SEL field, adjacent to the record being modified and press [Enter]. This "opens" the field, allowing the user to edit the information. Make the modifications and press [Enter].</p> <p><i>A warning message is displayed</i> asking for confirmation of the modification. Type "Y" and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> |
| <i>Deleting a record</i> | SEL | Y | <p>Enter "D" in the SEL field, adjacent to the record being deleted and press [Enter]. This "opens" the field, allowing the user to delete the information.</p> <p><i>A warning message is displayed</i> asking for confirmation of the deletion. Type "Y" and the information is immediately deleted from the WDTIP database and the screen.</p> |
| <i>Adding a record</i> | SEL | Y | <p>Enter "A" in the SEL field, in the bottom portion of the screen and press [Enter]. Then enter all of the mandatory information and press [Enter].</p> <p><i>A warning message is displayed</i> asking for confirmation of the addition. Type "Y" and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> <p><i>Note: A new record can be added at any time, but an error message will be generated if the new record overlaps (chronologically) with an existing record.</i></p> |
| | COUNTY # | Y | This is system-generated, based on the MEDS sign-on of the user entering the information. |
| | EFFECTIVE MONTH | Y | The month when the amount of aid is reimbursed by child support collected. |

Supportive Services Only Update (USSO) Screen

The Supportive Services Only Update (USSO) Screen allows for online inquiry and updates in instances where an individual receives a supportive services only payment and no corresponding aid payment. Supportive Services Only is considered assistance, for the purposes of the TANF 60-month time limit, if provided to *unemployed* families.

Information displayed in the header section of the USSO screen is based on the individual selected on the ISUM screen.

| | | | | | |
|--|-----------|---------------------------------|-----------------|------------|---------------|
| USSO | | TRAC INFORMATION SYSTEM | | 12/15/1999 | |
| | | SUPPORTIVE SERVICES ONLY UPDATE | | | |
| LAST | : SMYTHE | SUFFIX | : | CIN | : 90008580G |
| FIRST | : SAMMUEL | DOB | : 01/01/1960 | SSN | : 123-45-6789 |
| MIDDLE | : | SEX | : M | ALIEN# | : |
| SELECT A RECORD TO MODIFY OR DELETE (M/D): | | | | | |
| SEL | COUNTY # | REASON | EFFECTIVE MONTH | EMPLOYED | |
| - | - | - | - | - | - |
| ***** | | | | | |
| ADD A NEW RECORD (A): | | | | | |
| SEL | COUNTY # | REASON | EFFECTIVE MONTH | EMPLOYED | |
| - | - | - | - | - | - |
| PAGE: 01/01 | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC | | | | | |

USSO Screen and Field Dictionary

Title: Supportive Services Only Update
Screen ID: USSO
Definition: Displays Supportive Services Only payment information for the selected individual.

| Field | Definition |
|-----------------|---|
| SEL | Record selector |
| CTY # | Identifies the county number of the county issuing the Supportive Services Only payment |
| REASON | Identifies type of supportive service payment received by selected individual |
| EFFECTIVE MONTH | Identifies the month the selected individual received the Supportive Services Only payment |
| EMPLOYED | Identifies whether or not the selected individual is employed. This field is completed with either "Y" or "N" |

USSO How-To's and Tips

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory</i> | <i>Action</i> |
|---------------------------|---------------------|------------------|--|
| <i>Modifying a record</i> | SEL | Y | <p>Enter "M" in the SEL field, adjacent to the record being modified and press [Enter]. This "opens" the field, allowing the user to edit the information. Make the modifications and press [Enter].</p> <p><i>A warning message is displayed</i> asking for confirmation of the modification. Type "Y" and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> |
| <i>Deleting a record</i> | SEL | Y | <p>Enter "D" in the SEL field, adjacent to the record being deleted and press [Enter]. This "opens" the field, allowing the user to delete the information.</p> <p><i>A warning message is displayed</i> asking for confirmation of the deletion. Type "Y" and the information is immediately deleted from the WDTIP database and the screen.</p> |
| <i>Adding a record</i> | SEL | Y | <p>Enter "A" in the SEL field, in the bottom portion of the screen and press [Enter]. Then enter all of the mandatory information and press [Enter].</p> <p><i>A warning message is displayed</i> asking for confirmation of the addition. Type "Y" and the information is immediately sent to the WDTIP database and displayed in the upper portion of the screen.</p> <p><i>Note: A new record can be added at any time, but an error message will be generated if the new record overlaps (chronologically) with an existing record.</i></p> |
| | REASON | Y | Transportation, childcare, ancillary, or other |
| | COUNTY # | Y | This is system-generated, based on the MEDS sign-on of the user entering the information. |
| | EFFECTIVE MONTH | Y | This is the month the individual received the supportive services only payment. |
| | EMPLOYED | N | If the individual is not employed, the month will count on the TANF 60-month time clock. |

Update Program Participation (UPRG) Screen

The Update Program Participation (UPRG) Screen allows online addition, modification and deletion of program participation information. The screen displays the County ID (consisting of County #, Aid Code, Case Serial #, FBU and Person #), Program Type Code, Fed State Only Indicator, Participant Type Code, Minor Parent Flag, Program Start Date, Program End Date, Program Start Month, Program End Month and Disc Reason Code. Some of the fields will be disabled depending on the selection of Modify or Add.

Information displayed in the header section of the UPRG screen is based on the individual selected on the IINQ screen.

| | | | | | |
|---|--------|-----------------------------------|------------|------------|-------------|
| UPRG | | TRAC INFORMATION SYSTEM | | 11/14/2001 | |
| | | PROGRAM PARTICIPATION UPDATE | | | |
| LAST : | SMYTHE | SUFY : | | CIN : | 90008580G |
| FIRST : | SAMUEL | DOB : | 01/01/1960 | SSN : | 123-45-6789 |
| MIDDLE : | | SEX : | F | ALIEN# : | |
| COUNTY ID : 87 - 30 - 1234567 - 1 - 01 (COUNTY #/AID/SERIAL #/FBU/PRSN #) | | | | | |
| PROGRAM TYPE CODE : 04 | | FED STATE ONLY IND : N | | | |
| PARTICIPANT TYPE CD: A | | MINOR PARENT FLAG : N | | | |
| PROGRAM START DATE : 05 / 01 / 2000 | | PROGRAM END DATE : 01 / 31 / 2001 | | | |
| PROGRAM START MONTH: 05 / 2000 | | PROGRAM END MONTH : 01 / 2001 | | | |
| PGMPT SYS CODE : CTWF | | DISC REASON CODE : 097 | | | |
| 1070 - RECORD ADDED SUCCESSFULLY. | | | | | |
| F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL | | | | | |
| F10=TSUM F11=MEDS F12=TRAC | | | | | |

UPRG Screen and Field Dictionary

Title: Program Participation Update
Screen ID: UPRG
Definition: Displays Program participation information to be modified or deleted for selected record. This screen may also be used to add new program participation records for a client.

| Field | Definition |
|-----------------------|--|
| County ID Number | Displays the County Number, the Aid Code, the Case Serial Number, the FBU Meds Code and the Person Number. |
| Program Type Code | Indicates the program type for this record. |
| Fed State Only Ind. | Displays the Federal/State Indicator. |
| Participant Type Code | Indicates whether individual is child "C" or adult "A". |
| Minor Parent Flag | Indicates whether the individual is a minor parent or not |

| Field | Definition |
|---------------------|--|
| Case FBU Meds Code | Displays the FBU MEDS Code for the individual |
| Program Start Date | Indicates the Date the program started for this record. |
| Program End Date | Indicates the Date the program ended or shows an open end dated record |
| Program Start Month | Indicates the Start Month and year for this record |
| Program End Month | Indicates the End Month and year for this record |
| PGMPT Sys Code | Displays the Source of Data – Meds or County |
| DISC Reason Code | Displays the DISC Reason for this record. |

UPRG Screen How-To's and Tips

| If | Screen Field | Mandatory Field | Tips | Action |
|---------------------------------|---|------------------------|---|---|
| <i>Information is displayed</i> | <i>Any information that is transferred from the PSUM Screen</i> | NA | This information is transferred from the PSUM Screen. If you are going to update this record only the participant type code, minor parent, start/end dates (and months) and DISC Reason Code are enterable. | Press the F8 Key to Modify a record. Enter information in all enabled fields. |
| <i>Information is displayed</i> | <i>Any information that is transferred from the PSUM Screen</i> | NA | This information is transferred from the PSUM Screen. If this is not the record you are going to delete you will need to press the F5 key for prior records or the F6 key for next record. | Press the F9 Key to delete a program participation record. |
| <i>Information is displayed</i> | <i>Any information that is transferred from the PSUM Screen</i> | NA | The information is transferred from the PSUM Screen. If you are going to enter a new Program Participation Record all fields will be enabled except the Header Fields, County Number and PGMPT Sys Code. | Press the F7 key to Add a program participation record. |

| If | Screen Field | Mandatory | Action |
|---------------------------|---------------------|------------------|---|
| <i>Modifying a record</i> | F8 | Y | Select the F8 Key. Enter data you wish to modify ie. Start Date or End Date and hit enter. Then respond “Y” at the prompt and hit enter again. |
| <i>Deleting a record</i> | F9 | Y | Select the F9 Key. Enter a “Y” in the Delete this Record Field. |
| <i>Adding a record</i> | F7 | Y | Select the F7 key. Enter Aid Code, Serial/FBU/Person Number, Program Type code, Federal/State indicator, Participant type code, minor parent, the Start Date and End Date (if applicable) and if you added an end date add the DISC Reason Code and press enter. Respond “Y” at the prompt and press enter again. |

Update Exceptions (UPEX) Screen

The Update Exceptions (UPEX) Screen allows online updates, addition and deletion of exception information. The screen displays the County ID (consisting of County #, Aid Code, Case Serial #, FBU and Person #), the Exception Type Code, Exception Reason Code, Start Date, End Date, Start Month and End Month. Some of the fields will be disabled depending on the selection of Modify or Add.

Information displayed in the header section of the UPEX screen is based on the individual selected on the IINQ screen.

| | | | | | |
|---|------------------|-------------------------|-------------|------------|--|
| UPEX | | TRAC INFORMATION SYSTEM | | 11/14/2001 | |
| | | EXCEPTION UPDATE | | | |
| LAST : SMYTHE | SUFFIX : | CIN : | 90008580G | | |
| FIRST : SAMUEL | DOB : 01/01/1960 | SSN : | 123-45-6789 | | |
| MIDDLE : | SEX : F | ALIEN# : | | | |
| COUNTY ID : 87 - _ - _ - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #) | | | | | |
| EXCEPTION TYPE | : _ | EXCEPTION REASON | : _ | | |
| START DATE | : _ / _ / _ | END DATE | : _ / _ / _ | | |
| START MONTH | : _ / _ | END MONTH | : _ / _ | | |
| <p>F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL F10=TSUM F11=MEDS F12=TRAC</p> | | | | | |

UPEX Screen and Field Dictionary

Title: Update Exceptions
Screen ID: UPEX
Definition: Displays Exceptions to be modified or deleted for selected record. This screen may also be used to add new program exception records for a client.

| Field | Definition |
|------------------|--|
| County ID Number | Indicates the County Number, Aid Code, Serial Number, FBU Code and Person Number |
| Exception Type | Indicates the Exception Type Code |
| Reason CD | Displays the Reason code for the Exception. |
| Start Date | Indicates the Start Date for this Exception. |
| End Date | Indicates the End Date for this Exception. |

| Field | Definition |
|--------------|---|
| Start Month | Indicates the Start Month for this Exception. |
| End Month | Indicates the End Month for this Exception. |

UPEX Screen How-To's and Tips

| If | Screen Field | Mandatory Field | Tips | Action |
|---------------------------------|---|------------------------|--|---|
| Information is displayed | <i>Any information that is transferred from the ESUM Screen</i> | NA | This information is transferred from the ESUM Screen. If you are going to update this record some fields will be disabled. | Press the F8 Key to Modify a record. |
| <i>Information is displayed</i> | <i>Any information that is transferred from the ESUM Screen</i> | NA | This information is transferred from the ESUM Screen. If this is not the record you are going to delete you will need to press the F5 key for prior records or the F6 key for next record. | Press the F9 Key to delete an exception record. |
| <i>Information is displayed</i> | <i>Any information that is transferred from the ESUM Screen</i> | NA | This information is transferred from the ESUM Screen. If you are going to add a record all fields will be enterable. | Press the F7 Key to Add an Exception Record. |

| <i>If</i> | <i>Screen Field</i> | <i>Mandatory</i> | <i>Action</i> |
|---------------------------|----------------------------|-------------------------|---|
| <i>Modifying a record</i> | F8 | Y | Select the F8 Key. Only the date-related fields will be enterable. Enter your date change(s) and press Enter. Respond “Y” at the prompt and press Enter again. |
| <i>Deleting a record</i> | F9 | Y | Select the F9 Key. Enter “Y” at the prompt and press Enter. |
| <i>Adding a record</i> | F7 | Y | Select the F7 Key. Enter the Aid Code/ Case Serial/ FBU/ Person Number, Exception type, Exception Reason, Exception Start and End Dates and press enter. Respond “Y” at the prompt and press Enter again. |

WDTIP System Assistance - Section IV

System Assistance Features

How to use Section IV of the WDTIP User Manual

This section describes the three areas that make up the WDTIP system online user assistance: screen help, field help and message help. It provides details for the purpose of the system help features, explains how all three online assistance features are accessed, explains why transactions may result in specific response messages and identifies where these messages are displayed on the WDTIP screens.

Screen Help

Screen help is available on all of the WDTIP system screens. It explains the overall purpose and use of the screen. Screen help also provides a description of each of the fields on the screen.

Field Help

Field help is available on the Individual Inquiry Screen (IINQ) and the four update screens. Field help explains how to complete the fields on IINQ and the update screens.

Information Messages

Information messages are available throughout the system. There are seven different types that assist the user during navigation and data entry.

This section begins by explaining screen and field help functions, specifically, how to access these help functions and what will be displayed when they are used. The section ends with a comprehensive table that lists, for each of the eight system message types, the associated error message number, the name of the error and a description of the error message.

Screen Help

Screen help provides a general description of the functionality of each screen and is available on all screens in WDTIP. It provides brief descriptions of the fields that comprise the selected screen. For example, the screen below is a sample of the screen help available on the Individual Response Summary Screen (ISUM).

*Note: the four letter screen ID (TRAN-ID) for Screen **Help** is SHLP.*

| | |
|--|--|
| SHLP | TRAC INFORMATION SYSTEM SCREEN HELP |
| THE INDIVIDUAL RESPONSE SUMMARY SCREEN (ISUM) DISPLAYS THE RESULTS OF AN INDIVIDUAL INQUIRY IF THE SYSTEM FINDS ONE OR MULTIPLE RESPONSES FOR THE SEARCH CRITERIA. | |
| SEL: RECORD SELECTOR CIN: CLIENT INDEX NUMBER ALIEN #: IMMIGRATION NATURALIZATION SERVICE NUMBER SSN: INDIVIDUAL'S SOCIAL SECURITY NUMBER COUNTY #: COUNTY ID LAST: LAST NAME FIRST: FIRST NAME MIDDLE: MIDDLE NAME OR INITIAL SUFFIX: SUFFIX DOB: BIRTH DATE RANGE: BIRTH DATE RANGE SEX: GENDER | |
| PAGE: 01/01 F3=PREV F7=UP F8=DOWN | |

Screen Help Access How-To's

| If | Screen Field | Action |
|-----------------------|---------------------|--|
| Accessing Screen Help | Screen ID (TRAN-ID) | Position the cursor in the upper left corner of the screen, in the screen ID (TRAN-ID) field, OR on any field label in the screen. Press [F1] to access screen help. A small window appears in the upper left corner of the screen with a description of the screen. To exit screen help, press [F3]. The user will be returned to the previous screen. |

The table below (and on subsequent pages) lists the text displayed in screen help.

| Screen Name | Screen Help Text |
|----------------------------------|---|
| TRAC Main Menu (TRAC) | The Main Menu displays the screen names and transaction IDs of the system that can be accessed from this screen. |
| Individual Inquiry (IINQ) | The Individual Inquiry Screen displays search criteria fields for performing a search on an individual. |
| Add Individual (AIND) | The Add Individual Screen (AIND) displays mandatory fields to be completed for the addition of individuals who are not on the system currently. The individual will be assigned a CIN number and information for the individual will be updateable in one business day. |
| | SSN: Social Security Number |

| Screen Name | Screen Help Text |
|---|--|
| | Alien # : Alien Number |
| | County ID: County Identification Number |
| | Name: First and Last Name, Middle initial and Suffix |
| | DOB: Date of Birth |
| | Sex: Gender |
| Individual Response Summary (ISUM) | The Individual Response Summary Screen (ISUM) displays the results of an individual inquiry if the system finds one or multiple responses for the search criteria. |
| | SEL: Record selector |
| | CIN: Client Identification Number |
| | Alien #: Immigration Naturalization Service Number |
| | SSN: Individual's Social Security Number |
| | County #: Two-character county ID |
| | Last: Last name |
| | First: First name |
| | Middle: Middle name or initial |
| | DOB: Birth Date |
| | SUFFIX: Suffix |
| | SEX: Gender |

| Screen Name | Screen Help Text |
|----------------------------------|---|
| Individual Detail (IDET) | The Individual Detail Screen (IDET) displays detailed information for an individual including indicators for time clocks, exceptions, and diversions. |
| | Birth country: Birth country code of the individual |
| | Birth state: Birth state code of the individual |
| | Alternate Identity: Indicates whether alternate identity exists |
| | Last County of Record: Indicates the county # of the individual's last county involvement |
| | a. TANF 60: "Y" if the TANF 60-month time clock is > 0 |
| | b. CalWORKs 60: "Y" if the CalWORKs 60-month time clock is > 0 |
| | c. Non-Cal Months: "Y" if non-California months are included in the time clock |
| | d. WTW 18/24: "Y" if the WTW 18/24-month time clock is > 0 |
| | e. Sanctions: "Y" if an exception is a sanction |
| | f. Exemptions: "Y" if the exception is an exemption |
| | g. Good Cause: "Y" if there are any good cause exceptions |
| | h. Extender: "Y" if there are any active CW-60 extenders |
| | i. Repay: "Y" if there are any repays |
| | j. Diversion Indicator: "Y" if a diversion payment was issued |
| Alternate Identity (ALID) | The Alternate Identity Screen (ALID) displays additional demographic information that exists in SCI, for an individual. Additional information may include names, SSN, DOB or county. |
| | Type: The type of information displayed (e.g. SSN, name, DOB or county) |
| | Identifier: Demographic information of the individual |
| County Summary (KSUM) | The County Summary Screen (KSUM) displays a listing of county welfare departments an individual has been involved with and the individual's status within each county. |
| | SEL: Record selector |
| | County #: 2 character county ID |
| | Converted: Indicates data comes directly from the county |
| | County name: County name |
| | Status: Indicates the status of the individual in each county (ACTIVE/INACTIVE) |

| Screen Name | Screen Help Text |
|-------------------------------|--|
| Program Summary (PSUM) | The Program Summary Screen (PSUM) displays a summary of all program involvement for an individual and the county to which this information is applicable. The user can select from a list of programs to view further details. |
| | SEL: Record selector |
| | Converted: Indicates whether the county has converted to WDTIP. |
| | County: Code for the county of record. |
| | Aid Code: Aid code of the program |
| | Serial Number: Unique number assigned to a case by the county |
| | FBU: Budgeting unit |
| | PRSN: Number assigned to each individual by the county NOTE: County/Aid CD/Serial/FBU/PRSN make up the individual's county ID |
| | Program: Name of the program with which the individual is associated |
| | Start Month: Program start date in MM/YYYY format |
| | End Month: Program end date in MM/YYYY format |
| | Overlapping Program Participation: (Y/N) Will be "Y" if there are program participation records with overlapping timeframes |
| Program Detail (PDET) | "The Program Detail Screen (PDET) displays detailed information about an individual's involvement in a specific program." |
| | Program: Program name |
| | County ID: County ID (12 character ID) |
| | Aid Code: Aid code of the program |
| | Start Month: Begin date of the program |
| | End Month: End date of the program |
| | Disc. Reason Code: Indicates the reason for program discontinuance |
| | Post-aid childcare Period Begin Date: Begin date of post-aid childcare potential eligibility period. (First of the month following program end month) |
| | Post-aid Child Care Period End Date: End date of post-aid childcare potential eligibility period. (Post-aid childcare period begin date plus 24 months). |
| | TANF 60-Months Used: Number of TANF 60-months used |
| | CalWORKs 60-Months Used: Number of CalWORKs 60-months used |
| | Non-Cal Months*: Number of Non-California Months Used *Included in TANF and CalWORKs 60-months used |
| | WTW 18/24-Months Used: Number of 18/24-months used |
| | Sanctions: "Y" if an exception is a sanction |

| Screen Name | Screen Help Text |
|----------------------------------|--|
| | Exemptions: “Y” if the exception is an exemption |
| | Good Cause: “Y” if the exception is a good cause |
| | Extender: “Y” if there are any active CW-60 extenders |
| | Repay: “Y” if there are any repays |
| | Diversion Indicator: “Y” if a diversion payment was issued within the program start and end dates |
| Time Clock Summary (TSUM) | The Time Clock Summary Screen (TSUM) displays summary information on TANF 60-month, CalWORKs 60-month and CalWORKs 18/24-month time clocks. |
| | Months Used Includes Non-Converted Data: Identifies if any months used in the time clock calculations are from a county that has not yet converted their data to WDTIP |
| | TANF 60-Month Time Clock Start Month: TANF 60-month time clock start month |
| | TANF 60-Month Time Clock End Month: TANF 60-month time clock end month |
| | TANF Months Used: Number of months used in the TANF 60-month time clock |
| | TANF Non-Cal Months*: Non-California months included in the TANF 60-months used calculation |
| | TANF Extension: Will be “N/A” for TANF & CalWORKs. Will be “Y” or “N” for WTW |
| | TANF Extension Months: Will be “N/A” for TANF & CalWORKs. Only valid for WTW |
| | TANF Exception Months: Indicates an individual’s cumulative number of months excepted from the TANF time clock |
| | TANF Repay Months: Total number of repay months used in the TANF 60-month calculation |
| | CalWORKs 60-Month Time Clock Start Month: CalWORKs 60-month time clock start month |
| | CalWORKs 60-Month Time Clock End Month: CalWORKs 60-month time clock end month |
| | CalWORKs 60 Months Used: Number of months used in the CalWORKs 60-months time clock |
| | CalWORKs Non-Cal Months*: Non-California months included in the CalWORKs 60-months used Calculation |

| Screen Name | Screen Help Text |
|-------------|---|
| | CalWORKs Extension: Will be "N/A" for TANF & CalWORKs. Will be "Y" or "N" for WTW |
| | CalWORKs Extension Months: Will be "N/A" for TANF & CalWORKs. Only valid for WTW |
| | CalWORKs Exception Months: Indicates an individual's cumulative number of months excepted from the CalWORKs time clock (includes extender months) |
| | CalWORKs Repay Months: Total number of repay months used in the TANF 60-month calculation |
| | WTW 18/24-Month Time Clock Start Month: Start month for 18/24-month time clock |
| | WTW 18/24-Month Time Clock End Month: End month of the 18/24-month time clock. |
| | WTW 18/24-Months Used: Number of Months Used in the 18/24-Month Time Clock. |
| | WTW 18/24 Non-Cal Months: Will be "N/A" for WTW |
| | WTW 18/24-Month Extensions: (Y/N) Will be "Y" if the county grants an extension. Default is "N" |
| | WTW 18/24-Extension Months: Will display number of allocated extension months used. Three of six allocated months would display as 03/06. |
| | WTW 18/24 Exception Months: Indicates the total number of months used in the WTW calculation. |
| | Last Calculated Date: The last date the time clock calculations were done for the individual. |
| | Overlapping Program Participation: (Y/N) Will display "Y" if the individual has overlapping time for a program |
| | *Included in Months Used: Non-Cal months are reflected in the total number of months used |

| Screen Name | Screen Help Text |
|--|---|
| Time Clock Exception Summary (ESUM) | The Time Clock Exception Summary Screen (ESUM) displays a summary of all exception involvement for an individual and the county to which this information is applicable. The user can select from a list of exceptions to view further details. |
| | SEL: Record selector |
| | Reason: Reason code for the exception |
| | Description: Brief description of the exception |
| | CTY-CSE-FBU-PRSN: CTY = code for the county of record, CSE = unique number assigned to a case by the county, FBU = budgeting unit, PRSN = number assigned to each individual by the county Note: CTY-CSE-FBU-PRSN make up the individual's county ID |
| | Start Month: Exception start date in MM/YYYY format |
| | End Month: Exception end date in MM/YYYY format |
| Time Clock Exception Detail (EDET) | The Exception Detail Screen (EDET) displays detailed information about a specific exception. |
| | Exception Type: Type code of the exception 01 = Penalty, 02 = Sanction, 03 = Exempt, 04 = Good Cause, 05 = Excluded Person, 06 = Extender, 07 = Repay |
| | Description: A brief description of the exception |
| | Exception Reason: Exception reason code |
| | Exception Start Month: Month and year the exception began |
| | Exception End Month: Month and year the exception ended |
| | CalWORKs Program Status: Indicates the status of the individual's CalWORKs program participation (active, inactive) |
| | TANF 60-Clock Affected: Indicates if the exception would affect the TANF 60-month time clock ("Y" stops the clock) |
| | CalWORKs 60-clock Affected: Indicates if the exception would affect the CalWORKs 60-month time clock ("Y" stops the clock) |
| | WTW 18/24-Month Affected: Indicates if the exception would affect the 18/24-month time clock ("Y" stops the clock) |
| | County #: County number |
| Diversion Summary (DSUM) | The Diversion Summary Screen (DSUM) displays a summary of all diversion for an individual. The user can select from a list of diversions to view further details. |
| | SEL: Record selector |
| | Aid Code: Diversion aid code |
| | Description: Brief description about the aid code |

| Screen Name | Screen Help Text |
|---------------------------------------|---|
| | Start Month: Diversion period start month |
| | End Month: Diversion period end month |
| | County #: County number |
| Diversion Detail (DDET) | The Diversion Detail Screen (DDET) displays detailed information about an individual's involvement in an instance of diversion. |
| | Diversion Aid Code: Valid aid codes include 3J, 3K, 3X or 3Y |
| | Description: A brief description about the aid code |
| | Diversion Payment Date: Date the diversion was issued |
| | Diversion Amount: Dollar amount of the diversion |
| | Diversion FED ASSIST: Indicates if the diversion payment was issued with Federal funds. |
| | Diversion Start Month: Month and year the diversion period began |
| | Diversion End Month: Month and year the diversion period ended |
| | Diversion Condition: Indicates if the diversion payment is new ("D"), to be repaid ("R") or applied to the time clocks ("A"). Apply counts the diversion period toward the CalWORKs 60-month time clock |
| | Diversion TANF Months: Number of diversion months used toward the TANF time clock |
| | Diversion CalWORKs Months: Number of diversion months used toward the CalWORKs time clock |
| | Exceptions: Indicates if there is any exception during the diversion period |
| | County #: Number associated with each county (01 = Alameda, 50 = Stanislaus) |
| Welfare To Work Summary (WSUM) | The Welfare To Work Summary Screen displays a list of all workplan sign dates and the county that owns the record. This is an inquiry only screen. The list is created based on the date the record was received by WDTIP and is set in descending order. The first record listed is used to determine the start date of the WTW 18/24 Month timeclock. |
| | County #: Number associated with the county of record. |
| | WorkPlan Sign/Ref Dt: Date the Welfare to Work plan was signed by the individual or the date the individual refused to sign the plan. |
| | 18/24-Month Ind.: Set to 18 for Applicants or 24 for Recipients. |
| | Extension Mths: Number of extension months given by the county of record. This number will only appear for an 18-month indicator. May be 0 to 6. |
| | Received Dt: Date the Welfare to Work record was received, by WDTIP, from the county of record. |

| Screen Name | Screen Help Text |
|--|---|
| TANF 60-Month Calendar (TCAL) | The TANF 60-Month Calendar Screen (TCAL) displays the months counted towards the TANF 60-month time clock. A single character will be displayed for each month indicating whether that month is counted. “Y” = counts, “N” = doesn’t count, “E” = not counted, due to an exception, “R” = not counted, due to a repay of overpayment and “-“ = no known record. |
| | TANF 60-Months Used Includes Non-Converted Data: Identifies if any months used in the TANF 60-month time clock calculation are from a county that has not converted data |
| | TANF 60-Month Time Clock Start Month: TANF 60-month time clock start month |
| | TANF 60-Month Time Clock End Month: TANF 60-month time clock end month |
| | TANF 60-Months Used: Number of months used in the TANF 60-months time clock |
| | Non-Cal Months*: Non-California months included in the TANF 60-months used calculation |
| | Exception Months: Number of ordinary exception months interrupting TANF participation (includes repay months) |
| | Repay Months: Number of months client had repay for TANF participation |
| | *: Non-Cal months are reflected in the total number of months used |
| CalWORKs 60-Month Calendar (KCAL) | The CalWORKs 60-Month Calendar Screen (KCAL) displays the months counted towards the CalWORKs 60-month time clock. A single character will be displayed for each month indicating whether that month is counted. “Y” = counts, “N” = doesn’t count, “E” = not counted due to an exception, “R” = not counted due to a repay of overpayment and “-“ = no known record. |
| | CalWORKs 60-Months Used Includes Non-Converted Data: Identifies if any months used in the CalWORKs 60-month time clock calculation are from a county that has not converted data |
| | CalWORKs 60-Month Time Clock Start Month: CalWORKs 60-month time clock start month |
| | CalWORKs 60-Month Time Clock End Month: CalWORKs 60-month time clock end month |
| | CalWORKs 60-Months Used: Number of months used in the CalWORKs 60-month time clock |
| | Non-Cal Months*: Non-California months included in the CalWORKs 60-months used calculation |
| | Exception Months: Number of exception months in the CalWORKs 60-month time clock |

| Screen Name | Screen Help Text |
|--|--|
| | Repay Months: Number of months client had repay for CalWORKs participation |
| | *: Non-Cal months are reflected in the total number of months used |
| WTW 18/24-Month Calendar (WCAL) | WTW18/24-Month Calendar Screen (WCAL) displays the months counted towards the CalWORKs 18/24-month clock. A single character will be displayed for each month indicating whether that month is counted. “Y” = counts, “N” = doesn’t count, “E” = not counted due to an exception and “-” = no known record. |
| | WorkPlan Sign/Refusal Date: Date the Welfare to Work Plan was signed by the individual or the date the individual refused to sign the WTW plan |
| | County of Record: County in which the WTW plan was signed |
| | WTW 18/24-Month Time Clock Start Month: 18/24-month time clock start month |
| | WTW 18/24-Month Time Clock End Month: 18/24-month time clock end month |
| | WTW 18/24-Months Used: Number of months used in the 18/24-month time clock |
| | Exception Months: Number of exception months in the 18/24-month time clock |
| | Extension Months: Extension months used within an extension period |
| Non-Cal Participation Update (UNCP) | The Non-Cal Participation Update Screen (UNCP) allows the user to add, modify or delete Non-California Program Participation information and Tribal TANF Provider information. Users with update access from the county that “owns” the record may update the record. The county of record must not be capable of providing this information (to WDTIP) through the batch update process. |
| Diversion Update (UDIV) | The Diversion Update Screen (UDIV) allows the user to add, modify or delete diversion program and payment information. Users with update access from the county that owns the record may update the record. The county of record must not be capable of providing this information (to WDTIP) through the batch update process. |
| Child Support Reimbursement Update (UCSR) | The Child Support Reimbursement Update Screen (UCSR) allows the user to add, modify or delete information regarding the collection of child support that reimburses the assistance payments made to an individual. Users with update access from the county that owns the record may update the record. The county of record must not be capable of providing this information (to WDTIP) through the batch update process. |

| Screen Name | Screen Help Text |
|---|--|
| Supportive Services Only Update (USSO) | The Supportive Services Update Screen (USSO) allows the user to add, modify or delete information regarding the receipt, by an individual, of supportive services only payments. Users with update access from the county that owns the record may update the record. The county of record must <i>not</i> be capable of providing this information (to WDTIP) through the batch update process. |
| Update Program Participation (UPRG) | The Update Program Participation Screen (UPRG) allows the user to add, modify or delete program participation for an individual. Users with update access from the county that owns the record may update the record. |
| | The Last and first name, middle initial, suffix, date of birth, sex, CIN, SSN and Alien number will be populated according to the CIN entered in the Individual Inquiry Screen (IINQ). |
| | Program Type Code: Type of Program for this entry. |
| | Aid Code: Program Aid Code |
| | Case Serial Number: Serial Number for this individuals case |
| | Fed State Only IND: F, S or N would be entered in this field to indicate Federal or State only regarding timeclocks. |
| | Case FBU MEDS Code: Budgeting unit |
| | Person Number: Person Number for this individual |
| | County Number: Number of the County that owns this record. |
| | PGMPT SYS Code: Program Participation System Code |
| | Program Start Date: Date this program started |
| | Program End Date: Date this program Ended |
| | Program Start Month: Month and year this program Started |
| | Program End Month: Month and year this program Ended |
| | Participant Type Code: Adult or Child |
| | Minor Parent Flag: Y or N to indicate whether this participant is a minor parent. |
| | Disc Reason Code: Reason for Discontinuance of this program. |
| Update Exceptions (UPEX) | The Update Exceptions Screen (UPEX) allows the user to add, modify or delete program Exceptions for an individual. Users with update access from the county that owns the record may update the record. |
| | The Last Name, First Name, Middle initial, Suffix, Date of Birth, Sex, CIN Number, SSN and Alien Number will be populated according the individual selected at the Individual Inquiry Screen (IINQ) |
| | County Number: Number of the county that owns this record |

| Screen Name | Screen Help Text |
|-------------|--|
| | Case Serial Number: Serial Number of this record. |
| | Case FBU MEDS Code: Budgeting unit |
| | Person number: Number of individual who is on this program |
| | Aid Code: Aid code for this program |
| | Exception type code: Type Code for the exception of this record. |
| | Exception Reason code: Reason Code for the exception of this record. |
| | Exception Start Date: Month, Day and year of the start date for this Exception |
| | Exception End Date: Month, Day and year of the end date for this Exception. |
| | Exception Start Month: Month and Year of the Start date for this Exception |
| | Exception End Month: Month and Year of the End date for this Exception. |

Field Help

Field help provides specific field-level help describing the use, definition and function of the unprotected fields on the IINQ and the update screens. Field help supplies information relating to a specific entry on the IINQ and specific **update** fields on update screens. An example of field help is illustrated below. The screen print displays the field help for the “REASON” field on the USSO screen.

REASON

INDICATOR OF TYPE OF SUPPORT SERVICES PAYMENT.

VALID ENTRIES ARE: 01-CHILD CARE, 02-
TRANSPORTATION, 03-ANCILLARY, 04-OTHER

PF3=PREV

Field Help Access How-To's

As mentioned above, field help is available on the (IINQ and the update screens for those fields that allow the user to enter information.

| If | Screen Field | Action |
|-----------------------------|------------------------------|--|
| <i>Accessing field help</i> | Any unprotected update field | Position the cursor on any of the unprotected fields on the screen and press [F1] to access field help. Information specific to the field will be displayed. To exit field help, press [F3]. The user will be returned to the screen and the specific field previously in use. |

Error and Information Messages

There are eight types of error and information messages in the WDTIP system. The first three, general message, system error and user error are all informational messages resulting from an action the user may have taken that does not coincide with the WDTIP system design. For example, if a user presses the [F7] key to return to the first page of the screen detail, but is already on the first page, the system will display the following general error message: ***“1000 – ALREADY ON THE FIRST PAGE.”***

The last five error and information message types are: transfer control, TSQ read, write, send map and LNK and identify when program errors have occurred. Sometimes these errors are resolved by closing and restarting the session. When these message types are received, the help text advises the user to contact the Help Desk. The table below identifies the eight message type codes and their corresponding descriptions.

| Message Code | Message Description |
|-------------------------|---|
| General | Informational user messages for online assistance in navigation and data entry. |
| System | |
| User | |
| Transfer Control | Program error messages typically require Help Desk assistance to resolve. |
| TSQ Read | |
| Write | |
| Send Map | |
| LNK | |

Each error and information message displays a message code and text describing the message. Displaying the code adjacent to the message was intended to make it easier for the user to troubleshoot. All error and/or informational messages are displayed in white text in the lower left portion of the screen with a brief message describing the error or action that occurred.

The tables on the following pages, list, by message type, the message codes, the message text displayed by the system, and a brief description of the message for all eight message types.

General Messages

| Code | Message Display | Message Description |
|-------------|---|---|
| 1000 | 1000 – ALREADY ON FIRST PAGE | User pressed [F7] and was already on the first page. |
| 1010 | 1010 – ALREADY ON FIRST RECORD | User pressed [F5] and was already on the first record. |
| 1020 | 1020 – ALREADY ON LAST PAGE | User pressed [F8] and was already on the last page. |
| 1030 | 1030 – ALREADY ON LAST RECORD | User pressed [F6] and was already on the last record. |
| 1040 | 1040 – DATA REFRESHED | User pressed [Enter] after placing the cursor in the screen ID (TRAN-ID) position. |
| 1050 | 1050 – NO DATA FOR THIS CIN ON THIS SCREEN | No records exist in any of the tables pertinent to the screen (including SCI). |
| 1060 | 1060 – NO MATCH FOUND FOR CRITERIA ENTERED | No matching records on CIN for the search criteria entered. |
| 1070 | 1070 – RECORD ADDED SUCCESSFULLY | User completed an “add” transaction. |
| 1080 | 1080 – RECORD DELETED SUCCESSFULLY | User completed a “delete” transaction. |
| 1090 | 1090 – RECORD MODIFIED SUCCESSFULLY | User completed a “modify” transaction. |
| 1100 | 1100 – RECORD NOT ADDED | User chose “N” when asked to verify “add” selection. |
| 1110 | 1110 – RECORD NOT ADDED. EXISTING DATA WITH OVERLAPPING DATES | User attempted to insert a record with dates that overlap an existing record. |
| 1120 | 1120 – RECORD NOT DELETED. | User chose “N” when asked to verify “delete” selection. |
| 1130 | 1130 – RECORD NOT MODIFIED. | User chose “N” when asked to verify “modify” selection. |
| 1140 | 1140 – RECORD NOT MODIFIED. EXISTING DATA WITH OVERLAPPING DATES. | User attempted to modify a record with dates that overlap an existing record. |
| 1150 | 1150 – THE EFFECTIVE MONTH ALREADY EXISTS IN THE DATABASE. | User tried to add or modify an effective month that already exists in the database. |
| 1160 | 1160 – TO BROWSE DATA PRESS [F7] or [F8]. | User type is “inquiry” and the [Enter] key is pressed. This message is meant to remind the user that they are only permitted to browse the data. The data is refreshed. |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1170 | 1170 – YOU HAVE INQUIRY ACCESS TO THIS SCREEN. | User type is “inquiry” and/or the county access is “inquiry” on an update screen. |
| 1180 | 1180 – CLOCK COUNTS AND INDICATORS DO NOT EXIST. | CIN entered has no time clock-relevant data and exception and diversion indicators are “N”. |

System Messages

| Code | Message Display | Message Description |
|-------------|--|--|
| 1180 | 1180 – COULD NOT RETURN TO PREVIOUS SCREEN. CONTACT HELP DESK. | User pressed [F3] and could not return to the previous screen. |
| 1190 | 1190 – FIELD HELP NOT AVAILABLE. | Field help is not available. |
| 1200 | 1200 – INDIVIDUAL DETAIL UNAVAILABLE. CONTACT HELP DESK. | User pressed [F9] and the connection to the individual detail program failed. |
| 1210 | 1210 – INDIVIDUAL INQUIRY UNAVAILABLE. CONTACT Help Desk. | User pressed [F2] and the connection to the individual inquiry program failed. |
| 1220 | 1220 – LINK ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | The screen program attempted to link to an agent program and failed. |
| 1230 | 1230 – MEDS UNAVAILABLE. CONTACT HELP DESK. | User pressed [F11] and the connection to MEDS failed. |
| 1240 | 1240 – PROGRAM NOT AVAILABLE. PLEASE PRINT THIS SCREEN AND CONTACT HELP DESK. | Error in calling a program. |
| 1250 | 1250 – SCI CONNECTION FAILURE. PLEASE PRINT THIS SCREEN AND CONTACT HELP DESK. | Screen program failed to link to SCI program. |
| 1260 | 1260 – SCREEN HELP UNAVAILABLE. CONTACT HELP DESK. | User pressed [F1] and connection to the help field program failed. |
| 1270 | 1270 – SCREEN ID (TRAN-ID) UNAVAILABLE. CONTACT HELP DESK. | User pressed [F4] and connection to the Screen ID (TRAN-ID) program failed. |
| 1280 | 1280 – TIME CLOCK SUMMARY UNAVAILABLE. CONTACT HELP DESK. | User pressed [F10] and connection to the time clock summary program failed. |
| 1290 | 1290 – TRAC MAIN MENU UNAVAILABLE. CONTACT HELP DESK. CONTACT HELP DESK. | User pressed [F12] and connection to the WDTIP main menu program failed. |
| 1300 | 1300 – TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TSQ. Try restarting the session. |
| 1310 | 1310- XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE | User attempted to transfer to another screen and transfer failed. |

| Code | Message Display | Message Description |
|-------------|--|--|
| | HELP DESK. | |
| 1320 | 1320 – MEDS CONNECTION FAILURE. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | MEDS connection failure. |
| 1330 | 1330 – TRAC CONNECTION FAILURE. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | TRAC connection failure. |
| 1340 | 1340 – YOU HAVE RETURNED TO MEDS. THANK YOU FOR USING THE TRAC INFORMATION SYSTEM. | User has exited the WDTIP system. |
| 1830 | 1830 – TSQ WRITE ERROR. RESTART SESSION OR CALL THE HELP DESK. | TSQ may have been deleted. Try restarting the session. |
| 1840 | 1840 – MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Screen failed to display. May be a result of a fatal system error or an application error. |
| 2610 | 2610 – TSU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | TSUM TSQ is not available when PF3 is invoked. |
| 2620 | 2620 – B3CRDQ03 LINK ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | TSQ gets corrupted when PF3 is invoked. |
| 2630 | 2630 – B3CRQ002 LINK ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Problem reading PF3 que. Read que program is corrupted. |
| 4040 | 4040 – INVALID REQUEST. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Request to link to SCI failed with CICS error “INVREQ”; invalid request |
| 4050 | 4050 – LENGTH ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Request to link to SCI failed with CICS error “LENGERR”; length error |
| 4060 | 4060 – AUTHORIZATION FAILURE. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Request to link to SCI failed with CICS error “NOTAUTH”; user not authorized |
| 4070 | 4070 – SYSID ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Request to link to SCI failed with CICS error “SYSIDRR”; SYSID error |

User Messages

| Code | Message Display | Message Description |
|-------------|---|---|
| AIN 1010 | 1010 – PLEASE ENTER SOCIAL SECURITY NUMBER | User needs to enter a social security number in the required field. |
| AIN 1020 | 1020 - LAST NAME SHOULD BE ALPHABETIC | User entered a non-alpha Last Name. |
| AIN 1030 | 1030 - FIRST NAME SHOULD BE ALPHABETIC | User entered a non-alpha First Name |
| AIN 1040 | 1040 - SEX SHOULD BE 'M' OR 'F' | User made an entry other than M or F |
| AIN 1050 | 1050 - DOB YEAR SHOULD BE HIGHER THAN 1800 | User entered a birth year earlier than 1800 |
| AIN 1060 | 1060 - RECORD EXISTS. THIS INDIVIDUAL WAS ADDED EARLIER | User entered an individual that was added prior. |
| AIN 1070 | 1070 - RECORD ADDED. CLIENT WILL BE AVAILABLE FOR UPDATE IN ONE BUSINESS DAY. | User added an individual. Information was accepted by system. |
| AIN 1080 | 1080 - PRESS F2 KEY TO RETURN TO IINQ | Individual was added. To return to IINQ the F2 must be pressed. |
| AIN 1100 | 1100 - TSQ READING ERROR IINQ - AIND | Error in Reading Temporary Storage Queue |
| AIN 1200 | 1200 - TSQ READING ERROR AIND ONLY | Error in reading Temporary Storage Queue |
| UPX1 000 | 1000 - PLEASE COMPLETE THE CURRENT ACTION | User attempted to press another key before completing current action. |
| UPX 1010 | 1010 - PLEASE ADD DATA | User attempted to press another key before completing current action. |
| UPX 1020 | 1020 - PLEASE MODIFY DATA | User attempted to press another key before completing current action |
| UPX 1030 | 1030 - INVALID CASE NO SHOULD BE NUMERIC | User attempted to enter a non-numeric number. |
| UPX 1040 | 1040 - INVALID FBU | User attempted to enter a non-numeric FBU |
| UPX 1050 | 1050 - INVALID PRSN NUM | User attempted to enter a non-numeric Person Number. |
| UPX 1060 | 1060 - INVALID AID CD | User attempted to enter a non-numeric Aid Code. |
| UPX | 1070 - INVALID EXCP CD | User attempted to enter a non-numeric |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1070 | | Exception Code. |
| UPX 1080 | 1080 - INVALID EXCEP RSN CD | User attempted to enter a non-numeric Exception Reason Code. |
| UPX 1090 | 1090 – EXCP “TYPE” CODE DOES NOT MATCH EXCP RSN CODE | User attempted to enter an exception type code that does not match the exception reason code. |
| UPX 1100 | 1100 - INVALID MONTH | User attempted to enter an invalid number for the month |
| UPX 1110 | 1110 - INVALID DATE | User attempted to enter an invalid number for the date. |
| UPX 1120 | 1120 - INVALID YEAR | User attempted to enter an invalid number for the year. |
| UPX 1130 | 1130 - START DATE SHOULD BE LESS THAN END DATE | User attempted to enter a date later than end date. |
| UPX 1140 | 1140 - INQUIRY ACCESS ONLY | User attempted to update a disabled field. |
| UPX 1150 | 1150 - PARTICIPANT TYPE CODE SHOULD BE 'A' OR 'C' | User attempted to enter a character other than “A” or “C” |
| UPX 1160 | 1160 - MINOR PARENT FLAG SHOULD BE 'Y' OR 'N' | User attempted to enter a character other than “Y” or “N”. |
| UPX 1170 | 1170 - INVALID DISCONTINUANCE REASON CODE | User attempted to enter an invalid discontinuance reason code number. |
| UPX 1180 | 1180 - FEDERAL STATE INDICATOR SHOULD BE 'F' 'S' OR 'N' | User attempted to enter a character other than “F”, “S” or “N”. |
| UPX 1190 | 1190 - INVALID PROGRAM TYPE CODE, AID CODE, FED STATE IND CODE | User attempted to enter an invalid character for Program Type Code, Aid Code, Federal State Indicator Code. |
| UPX 1200 | 1200 - START MONTH SHOULD NOT BE GREATER THAN END MONTH | User attempted to enter a Month that is greater than the End Month. |
| UPX 1210 | 1210 - START DATE SHOULD EQUAL START MONTH | User attempted to enter a Month that is different than the Month listed in Start Date. |
| UPX 1220 | 1220 - END DATE SHOULD EQUAL END MONTH | User attempted to enter a Month that is different than the End Month listed. |
| UPX | 1230 – PLEASE ENTER DISC | User attempted to press another key before |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1230 | REASON CODE | entering a Disc. Reason Code |
| UPX 1240 | 1240 – PLEASE ENTER PROGRAM TYPE CODE | User attempted to press another key before entering a Program Type Code |
| UPX 1250 | 1250 – DISC RSN CODE NOT REQUIRED FOR OPEN ENDED RECORD | User tried to enter a Disc Reason Code when it was not required. |
| UPX 1260 | 1260 – ADDING SUPPORTIVE SERVICES RECORD NOT ALLOWED ONLINE | User attempted to add Supportive Services online. |
| UPX 1270 | 1270 – RECORD ADDED. WARNING! DUPLICATES ANOTHER REC WITH DATE RANGE OVERLAP | Current new record duplicates another on CIN/Serial #/FBU/PRSN#/CTY-CD/AID- CD/PGMTYPE-CD with overlapping Pgmt. Date Range. |
| UPX 1280 | 1280 – RECORD MODIFIED. WARNING! DUPLICATES ANOTHER REC WITH DATE RANGE OVERLAP | Modified record now duplicates another on CIN/Serial#/FBU/PRSN#/CTY-CD/AID- CD/PGMTYPE-CD with overlapping Pgmt. Date Range |
| UPX 1290 | 1290 – RECORD ADDED. WARNING! INDIVIDUAL NOT YET PAST 60 MONTHS PARTICIPATION | Extender exception added for a CIN with CW-60 Pgm Pt months < 60. |
| UPX 1300 | 1300 – RECORD MODIFIED. WARNING! INDIVIDUAL NOT YET PAST 60 MOS PARTICIPATION. | Extender exception modified for a CIN with CW-60 Pgm Pt months < 60. |
| UPX 1310 | 1310 – RECORD ADDED. WARNING! INDIVIDUAL IS PAST 60 MONTHS PARTICIPATION. | Stopper Exception added for a CIN with CW-60 Pgm Pt months > 60. |
| UPX 1320 | 1320 – RECORD MODIFIED. WARNING! INDIVIDUAL IS PAST 60 MONTHS PARTICIPATION. | Stopper Exception for a CIN with CW-60 Pgm P months > 60. |
| UPX 1330 | 1330 – VALID END-DATE REQUIRED FOR THIS EXCEPTION REASON. | End-Date Flag for exception reason code is “Y,” so valid end date required (must not be open-ended exception). |
| UPX 1340 | 1340 – RECORD ADDED. WARNING! INDIVIDUAL HAS NO PROGRAM PARTICIPATION. | Exception added for a CIN, but CIN currently has no established program participation record(s). |
| UPX 1350 | 1350 – RECORD MODIFIED. WARNING! INDIVIDUAL HAS NO PROGRAM PARTICIPATION. | Exception modified for a CIN, but CIN currently has no established program participation record(s). |
| UPX 1380 | 1380 – CAN NOT ADD, DELETE OR CHANGE THIS EXCEPTION REASON CODE VIA UPEX SCREEN. | Exception reason codes 376 and 377 are WDTIP system generated only when the county submits an LD07 (Under \$10 Grant) |

| Code | Message Display | Message Description |
|-------------|---|---|
| | CERTAIN EXCEPTION REASON CODES, SUCH AS 376/377, ARE AUTOMATED CODES. USERS MAY NOT ADD/UPDATE/DELETE THEM USING SCREEN UPEX. | or LD08 (Child Support Reimbursement) transaction. |
| 1320 | 1320 – ENTER EITHER DOB OR DOB RANGE. | User tried to enter date of birth information in both the DOB and DOB RANGE fields. |
| 1330 | 1330 – DO NOT ENTER DATA IN THE SELECT (“SEL”) COLUMN. PLACE THE CURSOR IN THE “SEL” COLUMN AND PRESS [ENTER]. | User entered data in the “SEL” field pressed [Enter]. No data should be entered in the “SEL” field. The user should move their cursor to the “SEL” (do not enter any data) and press [Enter]. |
| 1340 | 1340 – EFFECTIVE DATE SHOULD BE LESS THAN THE CURRENT DATE. | User entered a date greater than current date. |
| 1350 | 1350 – ENTER “A” TO ADD A RECORD. | User typed a letter other than “A” in the “SEL” field. |
| 1360 | 1360 –ENTER“M” TO MODIFY OR “D” TO DELETE A RECORD. | User typed a letter other than “M” or “D” in the “SEL” field. |
| 1370 | 1370 – ENTER AT LEAST ONE KEY FIELD OR LAST NAME. | User attempted to make an inquiry with insufficient query fields completed. |
| 1380 | 1380 – “FROM” DOB SHOULD NOT BE GREATER THAN THE “TO” DOB. | User entered a “From” DOB that was greater than the “To” date for the DOB range. |
| 1390 | 1390 – INVALID FED ASSIST ENTRY. ENTER “Y” OR “N”. | User entered a letter other than “Y” or “N” in the FED ASSIST field. |
| 1400 | 1400 – INVALID AID CODE ENTERED. | Aid code type does not exist or is not appropriate. |
| 1410 | 1410 – INVALID ALIEN # ENTERED. | User entered an invalid Alien #. NOTE: The “A” has been pre-filled in the Alien # field. The user should start by entering the numeric digits. |
| 1420 | 1420 – INVALID AMOUNT ENTERED. SHOULD BE NUMERIC. | User entered an amount with alpha characters. |
| 1430 | 1430 – INVALID CIN ENTERED. | User entered an invalid CIN. |
| 1440 | 1440 – INVALID CONDITION ENTERED. ENTER “D”, “A” OR “R”. | User entered a condition other than “D”, “A” or “R”. |
| 1450 | 1450 – INVALID COUNTY NUMBER ENTERED. | User entered an invalid county number. Should be numeric. The county number is a two-digit field. For example, Alameda’s county ID is “01”. |

| Code | Message Display | Message Description |
|-------------|--|--|
| 1460 | 1460 – INVALID FBU ENTERED. | User entered an invalid FBU. FBU is a one-digit field and can be either alpha or numeric. |
| 1470 | 1470 – INVALID CASE SERIAL NUMBER ENTERED. | User entered an invalid case serial number. The case serial number is a seven-digit field, for example, 0057832. |
| 1480 | 1480 – INVALID PERSON NUMBER ENTERED. | User entered an invalid person number. The person number is a two-digit field. |
| 1490 | 1490 – INVALID DAY FOR MONTH ENTERED. | User entered an invalid day of the month. The day of month is a two-digit field. |
| 1500 | 1500 – INVALID DATR. SHOULD BE LESS THAN OR EQUAL TO CURRENT DATE. | User entered a future date. |
| 1510 | 1510 – INVALID DATE. SHOULD BE NUMERIC. | User entered non-numeric values for the date field. |
| 1520 | 1520 – INVALID ENTRY FOR EMPLOYED. SHOULD BE “Y” Or “N”. | User entered a value other than “Y” or “N” for employment status.. |
| 1530 | 1530 – INVALID FIRST NAME ENTERED. | User entered a first name with numbers. |
| 1540 | 1540 – INVALID KEY PRESSED. | User pressed a key that is not valid on this screen. |
| 1550 | 1550 – INVALID LAST NAME ENTERED. . | User entered a last name with numbers. |
| 1560 | 1560 – INVALID MONTH ENTERED. | User entered an invalid month. |
| 1570 | 1570 – INVALID MONTH. SHOULD BE NUMERIC. | User typed non-numeric values in the month column. |
| 1580 | 1580 – INVALID OPTION ENTERED. | User entered an invalid option from the TRAC Main Menu. |
| 1590 | 1590 – INVALID REASON ENTERED. | Reason code does not exist or is not appropriate. |
| 1600 | 1600 – INVALID SEX ENTERED. . SHOULD BE “M”, “F”, OR “U”. | User entered an invalid gender code. |
| 1610 | 1610 – INVALID SSN.SHOULD BE NUMERIC. | User entered an invalid SSN. |
| 1620 | 1620 – INVALID STATE ENTERED. STATE DOES NOT EXIST. | User entered a state not found in the database. |
| 1630 | 1630 – INVALID STATE ENTERED. SHOULD NOT CONTAIN NUMBERS. | User attempted entering a state code using numbers (instead of letters). |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1640 | 1640 – INVALID SCREEN ID (TRAN-ID) ENTERED. PRESS [F4] FOR A LIST OF VALID TRAN-IDs. | User entered an invalid TRAN-ID. For example, <u>C</u> CAL rather than <u>K</u> CAL. |
| 1650 | 1650 – INVALID YEAR ENTERED. SHOULD BE LESS THAN OR EQUAL TO CURRENT YEAR. | User entered a year that was greater than the current year. |
| 1660 | 1660 – INVALID YEAR ENTERED. SHOULD BE GREATER THAN 1900. | User entered a year before 1900. |
| 1670 | 1670 – INVALID YEAR ENTERED. SHOULD BE NUMERIC. | User entered an invalid year, using letters, in the DOB field. |
| 1680 | 1680 – LAST CHARACTER OF CIN SHOULD BE A LETTER. | Last character of a CIN should be a letter. |
| 1690 | 1690 – LAST CHARACTER OF AN SSN SHOULD BE NUMERIC OR “P” | Last character of SSN should be numeric or “p”. |
| 1700 | 1700 – PLEASE MODIFY DATA AND PRESS [ENTER]. | User typed “M” in “SEL” column and pressed [Enter] key without completing any other fields. |
| 1710 | 1710 – PLEASE PLACE THE CURSOR AND LEAVE THE SELECTION BLANK. | User entered data in the “SEL” field and pressed [Enter]. This field should be left blank. User should place cursor in the “SEL” field (without entering any data) and press [Enter]. |
| 1720 | 1720 – PLEASE SELECT A RECORD. | User did not select a record and pressed [Enter]. |
| 1730 | 1730 – PLEASE SELECT ONE ACTION AT A TIME. | User selected more than one “SEL” field to perform an action. |
| 1740 | 1740 – ENTER BOTH “FROM” AND “TO” FOR DOB RANGE. | User entered only “From” or “To” in the DOB range. |
| 1750 | 1750 – INVALID MIDDLE NAME ENTERED. | User entered a middle name using numbers (instead of letters). |
| 1760 | 1760 – STATE MUST BE ENTERED. | State field is blank. |
| 1770 | 1770 – ENTER START MONTH. | Start month is blank. |
| 1780 | 1780 – ENTER START YEAR. | Start year is blank. |
| 1790 | 1790 – “CA” IS AN INVALID STATE FOR THIS SCREEN. | User entered “CA” on the UNCP screen. |
| 1800 | 1800 – “START” DATE MUST BE LESS THAN OR EQUAL TO “END” DATE. | User entered a start date that is greater than the end date. |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1810 | 1810 – INVALID AID CODE ENTERED. USE “3J”, “3K”, “3X” or “3Y”. | User entered an invalid aid code for a diversion program. |
| 1820 | 1820 – NO PROGRAM PARTICIPATION EXISTS FOR MONTH ENTERED. | User entered child support reimbursement for a month where there is no known program participation. |
| 1830 | 1830 – MESSAGE NOT FOUND IN DATABASE. | Program was unable to locate the identified message in the database table. |
| 1890 | 1890 – INVALID SUFFIX ENTERED | User entered invalid character in suffix field. |
| 2870 | 2870 – INVALID TRAN-ID. | Invalid TRAN--ID. Message for [F4]. |
| 2880 | 2880 – INVALID CURSOR POSITION. | User placed the cursor outside the “SEL” field. |
| 2890 | 2890 – PAYMENT AMOUNT SHOULD BE GREATER THAN ZERO. | User entered payment amount as zero. |
| 2900 | 2900 – PAYMENT DATE SHOULD BE BETWEEN START AND END MONTHS. | User entered a payment date not within the start and end month range entered. |
| 2910 | 2910 – ENTER YEAR BETWEEN 1998 AND CURRENT YEAR. | The year should be between 1998 and current year. |
| 2920 | 2920 – INVALID DAY ENTERED. | The day should be between 01 and 31. |
| 2930 | 2930 – PAYMENT DATE SHOULD BE BETWEEN 01/01/1998 AND CURRENT DATE. | The user either entered a payment date prior to 01/01/1998 or entered a future date. |
| 2940 | 2940 – INVALID PAYMENT DATE. | User entered an invalid payment date. |
| 2950 | 2950 – START MONTH SHOULD BE BETWEEN 01/1998 AND CURRENT MONTH. | User entered a start/end month prior to 01/1998 or later than current month. |
| 2960 | 2960 – INVALID ENTRY. ENTER “Y” OR “N”. | Confirm delete/add/modify. Should be “Y” or “N.” |
| 2970 | 2970 – START MONTH MUST BE LESS THAN END MONTH. | User entered an end month less than or equal to start month. |
| 2980 | 2980 – INVALID REASON ENTERED. | The reason code entered does not exist or is not appropriate. |
| 2990 | 2990 –TRAN-ID NOT RECEIVED. | User entered spaces in TRAN-ID field. |
| 3000 | 3000 – ERROR IN PROGRAM. MESSAGE NOT AVAILABLE. CALL HELP DESK. | Error in agent program and no error message was returned. |
| 3010 | 3010 – ERROR IN RECEIVING CIN FROM SCREEN PROGRAM. | CIN from screen program received as spaces in the agent program. |

| Code | Message Display | Message Description |
|-------------|--|---|
| 3020 | 3020 – PREVIOUS PROGRAM INFO NOT AVAILABLE. | CIN from screen program received as spaces in the agent program. |
| 3030 | 3030 – END YEAR SHOULD BE NUMERIC AND 1998 OR LATER. | The year should be between 1998 and 9999. |
| 3040 | 3040 – START AND END MONTH SHOULD BE ENTERED | The user entered a start and/or an end date on the UNCP screen. |
| 3050 | 3050 – ENTER AT LEAST ONE FIELD. | The user entered spaces in the screen ID (TRAN-ID) field. |
| 3060 | 3060 – INVALID MONTH. CANNOT BE GREATER THAN NEXT MONTH. | User entered a month that was not between 01/1900 and next month. |
| 3070 | 3070 – INVALID YEAR ENTERED. MUST BE 1998 OR LATER. | User entered year earlier than 1998. |
| 3080 | 3080 – RECORD NOT FOUND IN PGM-EXCPT TABLE. | Exception record was not found in PGM-EXCPT table. |
| 3090 | 3090 – PAYMENT DATE OVERLAPS AN EXISTING DIVERSION PAYMENT DATE. | Payment date overlaps an existing diversion payment date. |
| 4000 | 4000 – PLEASE ADD DATA AND PRESS ENTER. | Displays on all update screens when the user enters “A” to add a new record. |
| 4010 | 4010 – INVALID YEAR ENTERED. | User pressed [Enter] without entering values in the year column. |
| 4020 | 4020 – INVALID DATE ENTERED. | Date should be numeric. User entered a non-numeric date. |
| 4030 | 4030 – INVALID AMOUNT ENTERED. | User pressed [Enter] without entering any values in the “Amount” field. |
| 4040 | 4040 – END MONTH MUST BE EQUAL TO OR GREATER THAN 08/1996. | User entered an end month that was before August 1996. |
| 4050 | 4050 – CANNOT GO TO AIND UNLESS NO MATCH FOUND. | User attempted to go to the AIND screen to add an individual but was not allowed because individual is already in the system. |
| 4060 | 4060 – THIS INDIVIDUAL HAS ALREADY BEEN ADDED | User attempted to add an individual that was already in the system. |
| 4070 | 4070 – RECORD ADDED. IT WILL BE PROCESSED THE NEXT BUSINESS DAY. | Record was added and will available to review the next business day. |

XCT Messages

| Code | Message Display | Message Description |
|-------------|--|--|
| 1850 | 1850 – ALID XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from ALID and transfer failed. |
| 1860 | 1860 – DDET XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL WDTIP THE HELP DESK. | User attempted to transfer to another screen from DDET and transfer failed. |
| 1870 | 1870 – DSUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from DSUM and transfer failed. |
| 1880 | 1880 – EDET XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from EDET and transfer failed. |
| 1890 | 1890 – ESUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from ESUM and transfer failed. |
| 1900 | 1900 – IDET XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from IDET and transfer failed. |
| 1910 | 1910 – IINQ XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from IINQ and transfer failed. |
| 1920 | 1920 – ISUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from ISUM and transfer failed. |
| 1930 | 1930 – KCAL XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from KCAL and transfer failed. |
| 1940 | 1940 – KSUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from KSUM and transfer failed. |
| 1950 | 1950 – PDET XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from PDET and transfer failed. |
| 1960 | 1960 – PSUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from PSUM and transfer failed. |
| 1970 | 1970 – SCID XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from the Screen ID field and transfer failed. |

| Code | Message Display | Message Description |
|-------------|--|---|
| 1980 | 1980 – SHLP XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from Screen Help and transfer failed. |
| 1990 | 1990 – TCAL XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from TCAL and transfer failed. |
| 2000 | 2000 – TRAC XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from the TRAC Main Menu and transfer failed. |
| 2010 | 2010 – TSUM XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from TSUM and transfer failed. |
| 2020 | 2020 – UCSR XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from UCSR and transfer failed. |
| 2030 | 2030 – UDIV XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from UDIV and transfer failed. |
| 2040 | 2040 – UNCO XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from UNCP and transfer failed. |
| 2050 | 2050 – USSO XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from USSO and transfer failed. |
| 2060 | 2060 – WCAL XCTL ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | User attempted to transfer to another screen from WCAL and transfer failed. |

TSQ Messages

| Code | Message Display | Message Description |
|-------------|--|--|
| 2070 | 2070 – ISUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ISUM TRQ. Try restarting the session. |
| 2080 | 2080 – IDET TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the IDET TSQ. Try restarting the session. |
| 2090 | 2090 – KSUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KSUM TSQ. Try restarting the session. |
| 2100 | 2100 – PSUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PSUM TSQ. Try restarting the session. |
| 2110 | 2110 – PDET TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PDET TSQ. Try restarting the session. |
| 2120 | 2120 – TCAL TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TCAL TSQ. Try restarting the session. |
| 2130 | 2130 – WCAL TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the WCAL TSQ. Try restarting the session. |
| 2140 | 2140 – KCAL TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KCAL TSQ. Try restarting the session. |
| 2150 | 2150 – ESUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ESUM TSQ. Try restarting the session. |
| 2160 | 2160 – EDET TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the EDET TSQ. Try restarting the session. |
| 2170 | 2170 – ALID TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ALID TSQ. Try restarting the session. |
| 2180 | 2180 – UCSR TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UCSR TSQ. Try restarting the session. |
| 2190 | 2190 – UNCP TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UNCP TSQ. Try restarting the session. |

| Code | Message Display | Message Description |
|-------------|--|--|
| 2200 | 2200 – USSO TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the USSO TSQ. Try restarting the session. |
| 2210 | 2210 – UDIV TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UDIV TSQ. Try restarting the session. |
| 2220 | 2220 – DSUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DSUM TSQ. Try restarting the session. |
| 2230 | 2230 – DDET TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DDET TSQ. Try restarting the session. |
| 2240 | 2240 – TSUM TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TSUM TSQ. Try restarting the session. |
| 2250 | 2250 – ISUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ISUQ TSQ. Try restarting the session. |
| 2260 | 2260 – IDEQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the IDEQ TSQ. Try restarting the session. |
| 2270 | 2270 – KSUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KSUQ TSQ. Try restarting the session. |
| 2280 | 2280 – PSUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PSUQ TSQ. Try restarting the session. |
| 2290 | 2290 – PDEQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PDEQ TSQ. Try restarting the session. |
| 2310 | 2310 – WCAQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the WCAQ TSQ. Try restarting the session. |
| 2320 | 2320 – KCAQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KCAQ TSQ. Try restarting the session. |
| 2330 | 2330 – ESUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ESUQ TSQ. Try restarting the session. |
| 2340 | 2340 – EDUQ TSQ READ ERROR. RESTART SESSION OR CALL THE | No data in the EDUQ TSQ. Try restarting the session. |

| Code | Message Display | Message Description |
|-------------|--|--|
| | HELP DESK. | |
| 2350 | 2350 – ALIQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ALIQ TSQ. Try restarting the session. |
| 2360 | 2360 – UCSQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UCSQ TSQ. Try restarting the session. |
| 2370 | 2370 – UNCQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UNCQ TSQ. Try restarting the session. |
| 2380 | 2380 – USSQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the USSQ TSQ. Try restarting the session. |
| 2390 | 2390 – UDIQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UDIQ TSQ. Try restarting the session. |
| 2400 | 2400 – DSUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DSUQ TSQ. Try restarting the session. |
| 2410 | 2410 – DDEQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DDEQ TSQ. Try restarting the session. |
| 2420 | 2420 – TSUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TSUQ TSQ. Try restarting the session. |
| 2430 | 2430 – ISUQ TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ISUQ TSQ. Try restarting the session. |
| 2440 | 2440 – IDE3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the IDE3 TSQ. Try restarting the session. |
| 2450 | 2450 – KSU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KSU3 TSQ. Try restarting the session. |
| 2460 | 2460 – PSU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PSU3 TSQ. Try restarting the session. |
| 2470 | 2470 – PDE3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the PDE3 TSQ. Try restarting the session. |

| Code | Message Display | Message Description |
|-------------|--|--|
| 2480 | 2480 – TCA3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TCA3 TSQ. Try restarting the session. |
| 2490 | 2490 – WCA3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the WCA3 TSQ. Try restarting the session. |
| 2500 | 2500 – KCA3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the KCA3 TSQ. Try restarting the session. |
| 2510 | 2510 – ESU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ESU3 TSQ. Try restarting the session. |
| 2520 | 2520 – EDE3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the EDE3 TSQ. Try restarting the session. |
| 2530 | 2530 – ALI3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the ALI3 TSQ. Try restarting the session. |
| 2540 | 2540 – UCS3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UCS3 TSQ. Try restarting the session. |
| 2550 | 2550 – UNC3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UNC3 TSQ. Try restarting the session. |
| 2560 | 2560 – USS3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the USS3 TSQ. Try restarting the session. |
| 2570 | 2570 – UDI3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the UDI3 TSQ. Try restarting the session. |
| 2580 | 2580 – DSU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DSU3 TSQ. Try restarting the session. |
| 2590 | 2590 – DDE3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the DDE3 TSQ. Try restarting the session. |
| 2600 | 2600 – TSU3 TSQ READ ERROR. RESTART SESSION OR CALL THE HELP DESK. | No data in the TSU3 TSQ. Try restarting the session. |

SND Messages

| Code | Message Display | Message Description |
|-------------|--|---|
| 2640 | 2640 – ALID MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | ALID screen did not display. Restart session. |
| 2650 | 2650 – DDET MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | DDET screen did not display. Restart session. |
| 2660 | 2660 – DSUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | DSUM screen did not display. Restart session. |
| 2670 | 2670 – EDET MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | EDET screen did not display. Restart session. |
| 2680 | 2680 – ESUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | ESUM screen did not display. Restart session. |
| 2690 | 2690 – FHLP MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Field help screen did not display. Restart session. |
| 2700 | 2700 – IDET MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | IDET screen did not display. Restart session. |
| 2710 | 2710 – IINQ MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | IINQ screen did not display. Restart session. |
| 2720 | 2720 – ISUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | ISUM screen did not display. Restart session. |
| 2730 | 2730 – KCAL MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | KCAL screen did not display. Restart session. |
| 2740 | 2740 – KSUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | KSUM screen did not display. Restart session. |
| 2750 | 2750 – PDET MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | PDET screen did not display. Restart session. |
| 2760 | 2760 – PSUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | PSUM screen did not display. Restart session. |

| Code | Message Display | Message Description |
|-------------|--|---|
| 2770 | 2770 – SCID MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | SCID screen did not display. Restart session. |
| 2780 | 2780 – SHLP MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | Screen Help did not display. Restart session. |
| 2790 | 2790 – TCAL MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | TCAL screen did not display. Restart session. |
| 2800 | 2800 – TRAC MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | TRAC screen did not display. Restart session. |
| 2810 | 2810 – TSUM MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | TSUM screen did not display. Restart session. |
| 2820 | 2820 – UCSR MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | UCSR screen did not display. Restart session. |
| 2830 | 2830 – UDIV MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | UDIV screen did not display. Restart session. |
| 2840 | 2840 – UNCP MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | UNCP screen did not display. Restart session. |
| 2850 | 2850 – USSO MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | USSO screen did not display. Restart session. |
| 2860 | 2860 – WCAL MAP SEND ERROR. PLEASE PRINT THIS SCREEN AND CALL THE HELP DESK. | WCAL screen did not display. Restart session. |

WDTIP System Report Files – Section V

WDTIP Report File Generation

How to Use Section V of the WDTIP User Manual

This section describes the system report files by specifically addressing their function and purpose. It provides the report file names, a description of each report file subject and provides suggestions for using report file information. This section begins by explaining the difference between system reports and system report *files*. The WDTIP system issues electronic report files not electronic formatted reports. The table below outlines the differences between report files and reports.

| Term | Description |
|---------------------|---|
| <i>Report Files</i> | Report files contain data elements that are not formatted into a specific report style enabling counties to customize reports. These report files are sent electronically. |
| <i>Reports</i> | Reports are pre-formatted detail or summary information configured by a system containing specific information related to the report subject. Reports can be sent electronically and are usually available in the system for a specific period of time. |

Report file names and subjects are discussed in this section. The section ends with tips for counties on how to use the report file information. The WDTIP used report file standards to create five report files. These standards are outlined in the table below.

WDTIP Report File Standards

| Quantity | Frequency | Format | Archive |
|---|--|--|--|
| WDTIP generates five electronic files each month containing time clock-related data elements. | The report files are generated on a monthly basis for each county. | Client information such as CIN and/or county ID is standard in all report files. | The electronic report files are stored on the HHSDC mainframe for three months before being overwritten with new data. |

WDTIP System Report Files

The WDTIP system provides report information related to federal and State welfare regulations. The table below provides the details for each of the five system report files.

| Report File | Report File Subject | Tips |
|---|--|---|
| Approaching Time Clocks (Existing) | This is an existing report file which generates a summary (provided to CDSS) and detailed list (provided to the counties) of individuals by CIN or County ID who are in month 54 or month 58 of the 60 month time limit for the State (CalWORKs) and/or federal (TANF), and/or in month 15/21 of the 18/24 month time limit for Welfare to Work. Counties may continue to receive this report file until they begin receipt of the new 48/53-60 Approaching Clocks Report (listed directly below). | The county can customize this report file to generate caseload management reports. |
| 48/53-60 Approaching Time Clocks (New) | This new report file will generate a summary (provided to CDSS) and detailed list (provided to the counties) of individuals by CIN or County ID who are in one of the following months of the 60 month time limit for the State (CalWORKs) and/or federal (TANF): 48, 53, 54, 55, 56, 57, 58, 59, or 60; and/or in month 15/21 of the 18/24 month time limit for Welfare to Work. | The county can customize this report file to generate caseload management reports. |
| Exceeding Time Limits | This file provides <i>a list of CINs or County IDs</i> representing those active individuals exceeding the TANF 60-month and/or the CalWORKs 60-month and/or the WTW 18/24-month time clock limit. | The county can customize this report file to generate caseload management reports. |
| Monthly Projection | This file provides <i>a list of the total number</i> of active individuals exceeding the TANF 60-month and/or the CalWORKs 60-month and/or the WTW 18/24-month time limits during a given month. | The county can customize this report file to generate staffing projection reports. |
| Multiple County Involvement | This is the only report file that is formatted. It identifies the number of individuals in CalWORKs with a program participation end date on or after 1/1/98 who have received aid in multiple counties over time. A total number for each county will be reported as well as the total number for all counties. | This information can be used to determine what percentage of the CalWORKs population receives assistance across county lines. |

WDTIP System Administration - Section VI

System Access and Security

The WDTIP system is accessed via the MEDS Inquiry Request Menu (Main Menu). System access is controlled by MEDS. Users will log on to MEDS using their existing MEDS user ID (sign-on) and password. The WDTIP system is an option that is selected from the MEDS Inquiry Request Menu.

Users with access to MEDS will have access to WDTIP. Users with inquiry access in MEDS will have inquiry or “read-only” access to all screens in the WDTIP system. If a user has update access in MEDS and their county system cannot send updates to WDTIP using the batch process, then the user has “update” access in WDTIP. Only those users with update access in MEDS will have online update capabilities in the WDTIP system.

The WDTIP system will provide security for online record modifications, additions and deletions. Authorized update users may only update data that is owned by their respective county. A county must be the “county of record” to update information contained in that record.

For questions regarding WDTIP user profiles or WDTIP update screen access, follow existing procedures (your county’s procedures) for contacting the MEDS Coordinator.

WDTIP System Troubleshooting Tips - Section VII

Troubleshooting and Navigation Tips

The WDTIP User Acceptance Team members compiled the following troubleshooting tips. These troubleshooting tips were noted during WDTIP system testing.

- ❑ If unsure of the TSUM totals (do they include the latest information), refer to the “Last Calculated Date” field on TSUM. The “Last Calculated Date” only changes when the system has recalculated the time clock totals in the nightly batch process.
- ❑ If an authorized user makes a change to one of the update screens, but does not see the change displayed immediately, it is possible that the [Enter] key was not pressed after responding “Y” to the system message “Add/Modify/Delete Record (Y/N) to confirm your change.” If results continue to be incorrect, contact the Help Desk.
- ❑ If the production (TRAC) and training (TRAT) regions are idle they will “time out”
- ❑ The [F4] key is a quick way to learn screen names and IDs (TRAN-IDs).
- ❑ Use the [F3] key when navigating, back and forth (quickly), between two screens.
- ❑ Use the [F10] key to be forwarded to the TSUM.
- ❑ The three calendar screens, TCAL, KCAL and WCAL have the identical last three letters and can be quickly accessed from one another by typing the first letter of the screen ID (TRAN-ID) in the screen ID field (TRAN ID field).
- ❑ Sometimes the cursor can be hard to see on the screen. Contact the County Help Desk or follow county protocol to request a screen option reconfiguration. The screen font type can be adjusted for easier viewing.

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